

BOARD OF SUPERVISORS

Brown County



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EDUCATION & RECREATION COMMITTEE

Corrie Campbell, Staush Gruszynski
Kathy Lefebvre, John Van Dyck

EDUCATION & RECREATION COMMITTEE

TUESDAY, July 5, 2016

5:30 p.m.

Resch Centre - Cellcom Room

1901 S. Oneida Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA

PLEASE NOTE: Date & Location

**** TOUR of the Resch Center @ 5:00 p.m.,
MEETING TO FOLLOW @ 5:30 p.m. ****

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 7, 2016.
- IV. Reconsideration of date and time for regular meetings.

Comments from the Public

1. Review Minutes of:
 - a. Library Board (May 19, 2016).
 - b. Library Board East Branch Facility Ad Hoc Committee (May 19, 2016).
 - c. Neville Public Museum Governing Board (June 13, 2016).
2. Reports:
 - a. Department Vacancies Report for June 2016.
 - b. Position Approval List.

Communications

3. Communication from Supervisor Schadewald re: This letter is my request for consideration of either temporary and/or permanent artwork to be displayed outside of the Veteran's Memorial Arena. My hope is that local artists can submit appropriate artwork for consideration to display. *Held until July.*

Museum

4. Museum Budget Status Financial Report for May 2016.
5. Museum Director's Report.

Golf Course

6. Golf Course Budget Status Financial Reports for May 2016.
7. Superintendent's Report.

Library

8. Library Budget Status Financial Report for May 2016.
9. Library Director's Report.

Park Management

10. Park Budget Status Financial Report for May 2016.
11. Discussion: Koch family property donation.
12. Budget Adjustment Request (16-57): Any increase in expenses with an offsetting increase in revenue.
13. Resolution establishing a special event parking/camping fee at the Brown County Fairgrounds.
14. Park Attendance and Field Staff Reports for May.
15. Assistant Director's Report.

NEW Zoo

16. Budget Status Financial Reports for May 2016.
17. Request from the N.E.W. Zoological Society, Inc. to waive the contact fee and the admission fee for "Feast with the Beasts" event.
18. Director's Report and ZOO Monthly Activity Reports.

Resch Centre/Arena/Shopko Hall – No agenda items.**Other**

19. Audit of bills.
20. Such other matters as authorized by law.
21. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION AND RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education and Recreation Committee** was held on Tuesday, June 7, 2016 in the Central Library Auditorium, 515 Pine Street, Green Bay, Wisconsin.

Present: Supervisor Van Dyck, Supervisor Katers, Supervisor Campbell, Supervisor Lefebvre
Excused: Supervisor Gruszynski
Also Present: Supervisor Brusky, Brian Simons, Mary Jane Herber, Scott Anthes, Beth Lemke, Matt Kriese, Neil Anderson, Curt Beyler, Sue Lagerman, Chad Weininger, news media, and other interested parties

I. Call to Order.

The meeting was called to order by Supervisor Van Dyck at 5:32 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Katers, seconded by Supervisor Lefebvre to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of May 5, 2016.

Supervisor Campbell requested a reconsideration of the meeting dates as discussed at the May meeting without her being present; she informed that she was not approving the minutes for this reason. Responding to Campbell's request, Van Dyck asked that this be added back to the agenda for July.

Motion made by Supervisor Katers, seconded by Supervisor Van Dyck to approve. Vote taken. Nay: Campbell. MOTION CARRIED 3 to 1

At this time Library Director Brian Simons recognized Mary Jane Herber (see handout attached).

Comments from the Public None.

- 1. Review Minutes of:**
a. **Library Board (April 21, 2016).**

Motion made by Supervisor Katers, seconded by Supervisor Lefebvre to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- b. **Neville Public Museum Governing Board (May 16, 2016).**

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

- 2. Communication from Supervisor Schadewald re: This letter is my request for consideration of either temporary and/or permanent artwork to be displayed outside of the Veteran's Memorial Arena. My hope is that local artists can submit appropriate artwork for consideration to display. *Referred from May County Board.***

Motion made by Supervisor Campbell, seconded by Supervisor Katers to hold until the July meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

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Golf Course

3. **Golf Course Budget Status Financial Reports for April 2016.**

Anthes provided a handout (attached) and briefly went over it with the committee.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

4. **Superintendent's Report.**

Anthes spoke to the Superintendent Report located in the agenda packet material.

Motion made by Supervisor Lefebvre, seconded by Supervisor Katers to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Museum

5. **Museum Budget Status Financial Report for April 2016.**

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

6. **Museum Director's Report.**

Museum Director Beth Lemke spoke to her report located in the agenda packet material. She provided additional handouts (attached) in which she highlighted.

Per the request from Chairman Van Dyck, also attached, were the formal documents that were assessed by teachers in the Green Bay School System for Curriculum Aligned Field Trips. As reported the Neville did not have approved Curriculum Aligned Field Trips for 15 years. This past fall Museum Educator Ryan Swadley and Lemke worked directly with district Curriculum and Instruction staff to gain approval and be added to the list. The Neville programs conformed to national, state and local standards. They were theme based and the approval was huge for the Neville and shocking that they were not on the list for such a long time.

Motion made by Supervisor Campbell, seconded by Supervisor Lefebvre to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Park Management

7. **Park Budget Status Financial Report for April 2016.**

Motion made by Supervisor Katers, seconded by Supervisor Lefebvre to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

8. **Discussion re: Increase of fees for special event camping at the Fairgrounds (i.e. Packer Game Day parking/camping).**

Kriese provided handouts (attached) regarding Packer RV Parking and Camping at the Brown County Fairgrounds and briefly spoke to it.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to refer back to staff to prepare a resolution and a financial impact of changing the camping fees to \$60 per day for electric and water sites. Vote taken. **MOTION CARRIED UNANIMOUSLY**

9. **Discussion re: parking on CTH MM.**

Van Dyck informed that this was addressed at the May PD&T Committee, Public Works Director agreed to

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put up the no parking signs on CTH MM and the committee concurred with that decision so hopefully they will be up soon to alleviate congestion. The Town of Ledgeview was informed of the county's decision and was strongly encouraged to implement no parking on the town roads which were near the park as the county had no jurisdiction. They did have a friendly discussion with a couple of their board member and Administrator and he assumed they would follow suit but couldn't guarantee it.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Discussion re: alcohol ban in Fonferek's Glen.**

Van Dyck informed this was an extension of a conversation that was held at the Public Safety meeting. They discussed trying to increase the number of patrols by the Sheriff Departments and were not in favor of hiring a deputy to be onsite on a regular basis during the summer months as there was an issue with training in the regard that they did not have enough deputies to extend service to the park on a full time basis and to train a deputy by the time they were done, it would be beyond the season thus there wouldn't be any benefit and the only way they could do it would be increased in overtime for existing officers which they were not too inclined to do. They took it under advisement and the decision was to have the Parks Department work in conjunction with the Sheriff's Department to try and increase patrols in the area and patrol the park as much as possible. However, one thing that did come out of that discussion, Supervisor Zima raised the question about the potential of having an alcohol ban in the park and after talking about it more, it had some merit to have a conversation about.

Kriese felt the Public Safety meeting went well and gave Zima credit. At first he was reluctant to having an alcohol ban but it made sense. There were some spots where alcohol may be fine but others that they did need to look at and not only for the environmental aspects due to the escarpment and cliffs, but because of behavioral issues. If an alcohol ban was active at Fonferek's Glen, they wouldn't be out of line; many other county parks in Wisconsin, Midwest and nation have this, etc. He reached out to a lot of park directors across Wisconsin and Portage County had issues at Sunset Lake back in the late 90s and they implemented the no alcohol and implemented other ordinances as well and it went back to being a family friendly area. City of Green Bay had parks that did and did not allow alcohol, City of Madison, Dane County, City of Milwaukee; this was nothing new where they needed to worry about it. It was going to take a collective approach by implement an alcohol ban, plus a gate and more security, etc. It would take a few citations to be issued and that word was going to spread and they could make headway there. It was something he would support at Fonferek's Glen. Responding to Katers, Kriese had no reasons why he wouldn't want to.

Van Dyck felt this park wasn't designed as a gathering place for it wasn't intended for that particular purpose and it was a safety concern, whether it was legal or illegal, consuming alcohol and walking on cliffs was not a good combination. It was a unique park in that regard where they didn't have those same issues at other parks and he felt they all went hand in hand with each other.

Motion made by Supervisor Katers, seconded by Supervisor Lefebvre to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Nick Selk – 2850 Rd.

Selk saw the expanded parking and questioned if there was a timeline for the no parking signs. It really brought to light the need for supervision and more eyes in the park. It seems as though the people that come to the park have become bold and increased considerably and grown and considers regular surveillance.

Katie Martin – 2947 Dutchman Rd.

Neighbors come to her about their issues as they don't feel heard. She felt the no alcohol in park was a good idea but not closely enough. There are people drinking by the quarry and in the woods, which is the second half of the park and where they are having issues with pot. It's not just alcohol but other things. Last Memorial Day Weekend they heard gunshots in the middle of the day at the park during the day. Also, they had people on personal property and don't care about the signs. Consider next year consider fencing or something. People don't

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respect the rules and simply putting a sign out no drinking, they don't care even with the threat of a citation.

Motion made by Supervisor Katers, seconded by Supervisor Lefebvre to return to regular order of business.

Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Katers, seconded by Supervisor Campbell to instruct staff to develop and

ordinance for an alcohol and smoking ban in Fonferek's Glen. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Update re: parking, safety and use at Fonferek's Glen.

The consensus was to create a security type position above a seasonal but not a full time position to get through Labor Day, approximately 640 hours, which would be a good start.

Motion made by Supervisor Van Dyck, seconded by Supervisor Kater to direct staff to come up with a cost and develop a resolution to request funding for additional staffing. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Park Attendance and Field Staff Reports for April.

Motion made by Supervisor Campbell, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Assistant Director's Report.

Assistant Director Kriese spoke to his report located in the agenda packet material.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

NEW Zoo

14. Budget Status Financial Reports for April 2016.

Motion made by Supervisor Katers, seconded by Supervisor Lefebvre to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Director's Report and ZOO Monthly Activity Reports.

Motion made by Supervisor Campbell, seconded by Supervisor Lefebvre to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Library

16. Library Budget Status Financial Report for April 2016.

Motion made by Supervisor Campbell, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Discussion and Possible action regarding the PD&T approved resolution to access 425 funds for Central Library Restroom Renovations.

Motion made by Supervisor Katers, seconded by Supervisor Lefebvre to approve the resolution to access \$250,000 from the 425 Funds for the Central Library restroom renovations and to return the remaining balance. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Library Director's Report.

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Director Simons spoke to the reports in the agenda packet material. Handouts were provided with regard to the Brown County Library Children's Summer Reading Adventure.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

19. **Resch Centre/Arena/Shopko Hall – Complex Attendance for the Brown County Veterans Memorial Complex for April and May 2016.**

Motion made by Supervisor Katers, seconded by Supervisor Lefebvre to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Other

20. **Audit of bills.**

Motion made by Supervisor Katers, seconded by Supervisor Lefebvre to approve the bills. Vote taken.
MOTION CARRIED UNANIMOUSLY

21. **Such other matters as authorized by law. None.**

22. **Adjourn.**

Motion made by Supervisor Katers, seconded by Supervisor Campbell to adjourn at 8:10 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

11/

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **May 19, 2016** at **5:15 p.m.** at the **Brown County Ashwaubenon Branch Library, 1060 Orlando Drive, Green Bay WI**

PRESENT: CHAD BIANCHI, NATHAN JESKE, DAVID RUNNING, JOHN VAN DYCK and JOHN VANDER LEEST

EXCUSED: MIKE AUBINGER, BOB NIELSEN, and CHRISTOPHER WAGNER

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); Bill Meindl (GB Development News), Larry Haworth (GB Are Railroaders Club); Beth Lemke (Neville Public Museum)

CALL TO ORDER Vice-President Jeske called the meeting to order at 5:24 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by Bianchi, seconded by Vander Leest, to approve the agenda and the April minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

IV. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. L. Denault reviewed the financial and donation report as of April 30, 2016. It is projected that the library will not meet the turnover reduction amount of \$65,000. **Motion** by Vander Leest, seconded by Running, to approve the April, 2016 financial report and April, 2016 Gifts, Grants and Donations as follows:

Brown County Library Gifts, Grants & Donations Report April 2016

Gifts & Donations

04/06/16	Friends of the Brown County Library	955.88	Program Supplies
			Local History
04/06/16	Bay Area Genealogical Society	100.00	Improvements
04/06/16	Helen Heinz	75.00	Library Improvements
04/13/16	Mary Erickson	10.00	Library Improvements
04/20/16	Friends of the Brown County Library	528.03	Program Supplies
04/20/16	Branch Buddies of the Brown County Library	2,535.93	Program Supplies
04/20/16	James Hayes	50.00	Southwest Programs
04/20/16	Mary Kay Dodson	100.00	Ashwaubenon Furniture
	Ashwaubenon	46.31	Donation Box
	Bookmobile		Donation Box
	East	70.00	Donation Box
	Weyers/Hilliard	19.68	Donation Box
	Central Circulation	61.54	Donation Box
	Kress	25.99	Donation Box
	Pulaski		Donation Box
	Southwest	11.36	Donation Box
	Wrightstown	31.42	Donation Box
	Total Donations	\$ 4,621.14	

Federal & State Grants

4/30/2016	Nicolet Federated Library System	\$ 3,137.41	Collection Development
4/30/2016	Nicolet Federated Library System	18,750.01	Technology Grant
	Total Grants	\$ 21,887.42	

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Motion carried.

Motion by Vander Leest, seconded by Bianchi, to move agenda item 8 in respect of Mr. Haworth's time. **Motion carried.**

VIII. DISCUSSION AND POSSIBLE ACTION ON GREEN BAY MODEL RAILROADER'S CLUB LEASE RENEWAL **Motion** by Vander Leest, seconded by Running, to approve a five-year lease. Rent will increase by 2% rounded to the nearest whole dollar beginning in year two as follows:

Year 1: Hold \$495/mo.

Year 2: \$505/mo.

Year 3: \$515/mo.

Year 4: 525/mo.

Year 5: \$536/mo.

Year 6: \$547/mo.

Year 7: \$ 557 /mo.

Additionally, the lease will include two annual options to renew the lease and a mutual option to terminate the lease and vacate the premises with 1-year notification. The Model Railroader's Club will pay separate gas utility for the leased space. **Motion carried.**

V. FACILITIES REPORT

Central lower level remodel: Carpet and ceiling being finished and inspection for occupancy will take place next week.

Central parking lot: Work is progressing and paving will take place in a week, weather permitting.

Southwest addition: Concrete work is finished but the punch list remains. A ribbon cutting will be scheduled soon.

Wrightstown: Collections were flipped and new furniture installation is almost complete.

Motion by Vander Leest, seconded by Van Dyck to approve the Facilities Report. **Motion carried.**

A. OBSERVATION, DISCUSSION AND POSSIBLE ACTION REGARDING ASHWAUBENON BRANCH ROOF The roof poses a safety issue. A solution exists and the library will try to find money in its budget but if the cost goes beyond the budget, the County Board should be asked to cover the overrun up to ~\$5,000. Vander Leest suggested sending a letter to the Ed & Rec chair explaining the solution and the difference in cost between that solution and Boldt Company's previous estimate. It would still be wise to have and engineer look at it before proceeding. **Motion** by Van Dyck, seconded by Vander Leest, to approve roof solution as well as submission of a letter to both the county board and county executive explaining that there may be an overrun. **Motion carried.**

B. DISCUSSION AND POSSIBLE ACTION REGARDING 425 FUNDS

There is some support from the County Executive on the bathroom renovation project. There is a rough estimate but the library is working with Boldt to get a real estimate by May 25. Benefits of this project would be that a majority of doors would be removed (movie theater or airport style). In order to proceed, a resolution (draft is currently with Corp. Counsel) needs to go to PD&T and then to Ed & Rec. and finally to the County Board. If Library Board approves, a bid before July 1, it would be considered encumbered and would meet the July 1 deadline.

After considerable discussion on other uses for 425 funds and after **motion** by Jeske, seconded by Van Dyck to suspend the rules to allow Bill Meindl to speak, there was a **motion** by Vander Leest, seconded by Bianchi to return to regular meeting, there was a **motion** by Van Dyck, seconded by Bianchi, to seek RFP for six public bathrooms. **Motion carried.**

VI. APPROVE POTENTIAL CENTRAL LIBRARY THIRD FLOOR TENANT The potential 3rd floor tenant is computer coding boot camp that would take occupancy in September. Rent would be between \$1200 and \$1500 per month. One office space would be shared with the library's Arduino lab. If successful, the tenant could build out. This proposal is only conceptual at this point because the proposed tenant is seeking financial backing. **Motion** by Vander Leest, seconded by Running, to approve the concept of the potential third floor tenant at the Central Library as well as the pursuit of the computer coding boot camp. **Motion carried.** If funding comes through, a lease would be developed. Van Dyck will support a lease if operation is viable.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING HGA FACILITIES MASTER PLAN An updated, edited version is being worked on and is almost ready to send. This agenda item is deferred until the June meeting.

IX. OLD BUSINESS None.

1a

X. NICOLET FEDERATED LIBRARY SYSTEM Simons attended most of the meeting. DPI is withholding their last payment to the system due to discrepancies. Consolidated plans for Marinette and Menominee have been put off. Delivery charges to them could affect ILLs. Still trying to consolidate systems – this is easy to achieve in theory.

X. PRESIDENT'S REPORT None.

XI. LIBRARY DIRECTOR'S REPORT Updates have been covered.

XII. OLD BUSINESS None.

XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW The June meeting will be held at the Wrightstown Branch.

XIV. ADJOURNMENT

Motion by Vander Leest, seconded by Van Dyck, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:30 p.m.

NEXT REGULAR MEETING
June 16, 2016
Wrightstown Branch Library
5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

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**PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD
EAST BRANCH FACILITY AD HOC COMMITTEE**

A meeting was held on **May 19, 2016** at **4:15 p.m.** at the **Brown County Ashwaubenon Branch Library, 1060 Orlando Drive, Green Bay WI**

PRESENT: CHAD BIANCHI, DAVID RUNNING, JOHN VAN DYCK and JOHN VANDER LEEST

ALSO PRESENT: Brian Simons, Curt Beyler, and Sue Lagerman (staff). Bill Meindl (GB Development News)

CALL TO ORDER Chad Bianchi called the meeting to order at 4:37 p.m.

II. APPROVE/MODIFY AGENDA

Motion by Van Dyck, seconded by Running, to approve the agenda. **Motion carried.**

III. LIST POSSIBLE OPTIONS FOR FUTURE EAST BRANCH FACILITY

Continue as leased property:

The lease can be renewed but the space is not big enough and doesn't follow master plan for regional branch (15,000-25,000 sq. ft.) Presently 6,000 sq. ft. (KR and WH about 23,000; ASH 8,000)

There have been offers to extend space of next door tenant but quality and size issues are reason enough not to re-lease.

Public transportation is an important consideration.

General location is east side or in the vicinity of Bellevue and Ledgeview

Find a another place that meets our needs

Library would like the branch to be a **bigger**; new location; **empty building**

Rent?

Purchase land and build?

Rent property and renovate?

Purchase property and renovate?

Bigger picture options: (global approach) 1. Big box (ex. **Cub Foods East**) could accommodate the approximately 25,000 sq. ft. at Central allocated for centralized functions (Technical Services, maintenance shop, vehicle storage, FFE storage, Administration) AND the East Branch totaling roughly 20,000 sq. ft. There would be 30,000 sq. ft. left for other county department use of other development. 2. Wipe out walls of Central and as an example of another county department that could benefit, the Neville Museum could move in with their storage at Cub. It is known that the museum needs at 12-16 feet ceilings for exhibit and the Central Library floor heights are about 16'. It is being calculated as to what weight load the floors can handle. Public sides of library and museum could co-locate. Efficiencies could be gained in combining maintenance, maintenance shops, etc. If it doesn't work for the museum, it could maybe work for other county departments.

Another option: Mixed Use (not including museum)

Work with a developer to use the space at Central and build floors up.

Advantage: if the downtown facility were sold, the proceeds could be put into the endowment. The plan would be to rent back the space for 20-30 years or buy back a section as a condo-ized portion of the building. Rent agreement would be interest percentage annually of endowment. Building then is added to tax role and generating income.

Another option (Running) could be East Town Mall. Owning own building loses tax revenue. It is likely better off buying or leasing existing properties than buying land and building new.

Van Dyck noted that operationally, it can't be justified that more buildings are needed to serve people. The focus should be on regional-sized buildings that people can get to. Simons commented that the HGA plan defines the differences that can exist among branches.

Next steps include working together with other county departments to see if some solid ideas and costs can be developed.

IV. ASSIGN ROLES FOR EXPLORATION OF OPTIONS

The evaluative process needs to begin.

1b

(Vander Leest) The city gave the land to the Kroc Center; at least 10 years ago. They have an endowment fund that pays for recreational/educational activities with that site. Simons and Vander Leest will set up a meeting with their leaders.

UW-Extension building is another option that Brian will explore more with Troy and Van Dyck.

Running has a contact that he'll approach.

Explorations and inquiries are meant to just be conversational. Nothing is official until the Library Board approves it.

Van Dyck asked how 'east' is defined. It is considered metropolitan, not rural (GV, Bellevue Y, and UW Extension). Future meetings will be scheduled one hour prior to the regular Library Board meeting as needed.

V. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

VI. ADJOURNMENT

Motion by Bianchi, seconded by Van Dyck, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 5:13 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, June 13, 2016 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Terri Trantow, Kramer Rock, Sandy Juno and Tom Sieber
ALSO PRESENT: Kasha Huntowski, Kevin Cullen and Beth Lemke

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:34PM.
2. APPROVE/MODIFY AGNEDA

Motion made by Terri Trantow and seconded by Kramer Rock to approve the agenda.
Vote taken. MOTION APPROVED UNANIMOUSLY.

3. Museum Director Report. Museum Director Lemke started her report sharing two testimonials regarding recent events at the Neville. One from exhibit developer Tom Hendershot and one from teacher Vanessa Moran with both pasted below. Museum Director Lemke announced that she utilized Tom Hendershot to acknowledge Neville staff as Brown County Star Employee's.

From: Tom Hendershot <tom@antiquitiescompany.com>

To: "Lemke, Beth A." <Lemke_BA@co.brown.wi.us>

Date: Wed, 1 Jun 2016 12:32:35 -0400

Subject: Re: Ice Age Promotions

Hi Beth,

Wow, what a great video! I shared the link with our team and everybody loves it. Thanks very much for sending it along.

On another important note, I want to highly compliment your team for their great partnership during the exhibit installation process. Everyone we worked with was so friendly, knowledgeable and efficient ..which resulted in many of the tasks being completed ahead of schedule. In fact, Ice Age Imperials has never been installed so quickly! We'd say your team represents 'Professional Excellence'. Thanks so much for your installation follow-up, Beth. It's greatly appreciated!

Best, Tom

Vanessa Moran, 4th grade at Meadowbrook Elementary teacher testimonial

Virtual Learning with the Neville Public Museum was an experience my students will not soon forget! Using Google Hangouts, Ryan and Lisa were able to "visit" our classroom and share rare artifacts from their vault with my students, including a mummified cat! It was a fabulous way to begin a Problem Based Learning Project on Ancient Egypt because they had absolutely no idea that the Neville Public Museum had such amazing treasures and were instantly hooked! We were able to hit several essential benchmarks during the

course of the unit, including many of our 21st Century Skills, and provided the students with an authentic learning experience that I would have been unable to do without their involvement.

Ryan, Lisa, and James were absolutely fabulous to work with and helped trouble shoot some major technical difficulties on our end when beginning this adventure. I appreciate their patience and understanding, as well as technical expertise. From Skype to Google Hangouts, they can make anything work!

I couldn't have been more thrilled to have The Neville Public Museum as a part of our classroom and look forward to many more shared ventures in the future.

In addition after fifteen years of not being aligned with the Green Bay School System for Curriculum Aligned Field Trips the Neville has regained positive status within the district and its field trips are approved Curriculum Aligned Field Trips. Chairman Kuehn made the statement that he was very proud of this regained status and thanked the Neville staff for making it happen. The entire board acknowledged and thanked the staff.

Museum Director Lemke was also thrilled to announce that the Neville Team will be working with Lucinda Roberts the Fine Arts Program Coordinator for the Fine Arts Institute at Green Bay East High this fall. EQUATE is an annual event that the East strand of the GBAPS presents each school year. It is a musical concert featuring 5th grade vocalists from Aldo Leopold, Doty, Howe, Langlade, Nicolet, Sullivan and Webster Elementary schools. Also performing are choirs from Washington and Aldo Leopold Middle Schools and a choir from East High school. It features orchestra and band performances by the middle and high school students. The Neville will be the host location for the student art show November 24, 2016- January 8, 2017.

Summer outreach at Breakfast on the Farm and On Broadway Farmer's markets were very successful. Breakfast on the Farm participants were much less familiar with the Neville's offerings and quite interested in what was happening. OBI Farmers Market participants stopped to share that they have seen the Neville in multiple commercials and have seen the Ice Age Imperials bus ads—of which have inspired them to visit in the last few weeks. Based on this feedback Museum Director Lemke indicated the advertising plan for the Neville is working.

Museum Director Lemke shared that at the July 11, 2016 meeting the Board will discuss and recommend possible action on a repatriation request from the Ho-Chunk Nation of Wisconsin.

She also mentioned that she is anticipating the first draft of the Visitor Experience and Architectural Exhibition Master Plan from Triad Creative Group on June 17, 2016 and that at the July 11th Board meeting she would share the information to date and the follow up necessary from Neville staff to keep the progress moving on the project.

Museum Director Lemke also shared that only one exhibit contract is still pending for 2017. The amount for shipping is included in the 2017 budget request for the Neville Public Museum Foundation. Neville staff are preparing for the Downtown Green Bay Holiday parade as float materials are being created by the Neville's Exhibit Technician with an emphasis on H.C. Prange snow baby window figurines. Lastly, each Education and Recreation Report starting in July will have a new section with a focus on collections that have significantly and positively affected the Neville to bridge communities and connect generations.

Discussion ensued; staff was commended on the process and encouraged to continue capturing data to share with the board, full support was noted.

4. Museum Deputy Director Report. Based on recently completing a Project Management for History

Professionals course from the American Association of State and Local History Deputy Director Cullen is working to balance multiple projects, relationships and partnerships, which is aligned to the museum's exhibit schedule and strategic plan. Deputy Director Cullen provided updates on Temporary Exhibit Logistics and a plan that was developed with Lisa Zimmerman to determine first point of contact and balance temporary exhibit needs through mid-2017. He also provided an update on June of 2017 exhibit *Estamos Aqui* especially the community portion of the exhibit process, video testimonial recordings and plans to develop accessible programing in conjunction with the exhibit. By creating this process and following it Deputy Director Cullen and Museum Director Lemke reported that they will be able to carve out much needed time to review, verify and share strengths and holes to the collection as they work towards American Alliance of Museums reaccreditation in 2022.

5. Such other matters as authorized by law:

2016 Governing Board Meeting Dates

Monday, July 11, 2016

Monday, August 8, 2016

Monday, September 12, 2016

Monday, October 10, 2016

Monday, November 14, 2016

Monday, December 12, 2016

Next meeting of the Neville Public Museum Governing Board will be **Monday, July 11, 2016 at 4:30pm.**

6. Adjournment. Chairman Kuehn called the meeting to an end at 5:20PM.
Motion made by Terri Trantow and seconded by Tom Sieber to approve.
Vote taken. MOTION APPROVED UNANIMOUSLY.

10

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

May 31, 2016

Departments for position approval process:

- No vacancies were submitted for approval.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 6, 2016

Departments for position approval process:

Health – Bilingual Health Aide (Spanish)

Vacated – 5/20/16

Human Services – Clerk III (Cash Receipts)

Vacated – 6/2/16

Human Services – Community Treatment Program Worker

Vacated – 6/3/16

Human Services – SW/CM (Adult Protective Services)

Vacated – 5/27/16

Human Services – SW/CM (CCOP)

Vacated – 5/17/16

Human Services – SW/CM (CLTS)

Vacated – 6/01/16

Human Services – SW/CM (Birth to Three) (x2)

Vacated – 4/4/16; 5/2/16

PALS – Senior Planner (Land Use)

Vacated – 6/10/16

Public Works – Engineering Manager

Vacated – 5/19/16

HEALTH DEPARTMENT

Brown County

610 S. BROADWAY STREET
P. O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-6400 FAX (920) 448-6449 TDD (920) 448-6448

www.co.brown.wi.us/health

TO: Troy Streckenbach
Chad Weininger
Brittany Zaehring

FROM: Debbie Armbruster
Interim Director

SUBJECT: Bilingual Health Aide

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The position will help with translation and ancillary responsibilities for the sanitarians, as described in summary justification. Position will help to assure understanding of operators during inspection, thus improving the outcome.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position is for the environmental division as the Hispanic establishments are growing thus requiring more translation, as is the general population when there is a need to do human health hazard follow-up.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This enables more efficient use of environmental staff by assuming essential, ancillary roles which free up environmental time for more technical responsibilities. Bilingual staff assure appropriate communication with diverse clients, thus assuring legal notification of needed changes for compliance and safe food service.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

There is less efficient use of professional staff, resulting in potential delay of services.

2a

Budget Impact Calculation

Department: Public Health
Position: Bilingual Health Aide

Partial Budget Impact: 05/20/16 - 12/31/16 32 Weeks

Salary \$ 18,540.31

Fringe Benefits \$ 8,872.62

\$ 27,412.92

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 30,128.00

Fringe Benefits \$ 14,418.00

\$ 44,546.00

Note: this position is in the 2016 budget

Position vacated: 5/20/2016

Budgeted hourly wage rate: \$15.45

Class/Comp Grade & Range: PG:17 Min: \$13.57 Market: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget: 3

Number of FTEs Unfunded for this position in budget: 0

Total Number of FTEs Available to be filled for this title in budget: 3

Number of FTEs filled with this position vacant: 2

Percent of this position staffed: 67%

Analyst Recommendation: This position is vacant due to an internal transfer. The Bilingual Health Aide is responsible for translating to the Hispanic speaking population in Brown County when health hazard follow-up is required. I recommend approval. Camille Stymiest, HR Analyst

Contact: Debbie Armbruster

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzi, Executive Director

May 16, 2016

TO: County Executive
Human Resources Director
Director of Administration

FROM: Erik Pritzi, Executive Director
Human Services Department

SUBJECT: Request to Fill – Clerk III / Data Control (HS Cash Receipts Clerk position)

1. Is the position description current or does it require updates?

Yes, the position description has been reviewed and updated.

2. Are the duties of the position related to an essential (mandatory) service?

Yes - this is a key position within Human Services financial services area, responsible for processing all types of Cash Receipts and various other ongoing daily, weekly and monthly duties.

3. Describe job performance measurement for this position.

The position must complete all primary duties including those noted above in an efficient manner to ensure timely processing and accounting for cash receipts, processing of expense reports, and other daily, weekly and monthly responsibilities.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The current staff member in this position has been with the county for many years and is currently cross-training others in the area on all duties and responsibilities. During this process all responsibilities have been evaluated for possible efficiencies and reassignment. When new employee is hired they will also be asked to look for and recommend process improvements.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes -- this is a 2016 budgeted position which will be open for a short period after the current staff member retires.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Coverage can be arranged temporarily, but the covering employee will begin to accumulate backlog in their own responsibilities and that of the vacant position. Within a few weeks temporary help will be needed with less efficiency and productivity than a permanent employee.



Turning
Brown

GROUP

2a

Budget Impact Calculation

Department: Human Services
Position: Clerk III (Cash Receipts)

Partial Budget Impact: 6/2/16 - 12/31/16 28 Weeks

Salary \$ 19,152.00

Fringe Benefits \$ 11,571.54

\$ 30,723.54

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 35,568.00

Fringe Benefits \$ 21,490.00

\$ 57,058.00

Note: This position is in the 2016 budget.

Position vacated: 6/2/2016

Budgeted hourly wage rate: \$18.24
Class/Comp Grade & Range: PG: 16 Min: \$14.59 Mkt: \$18.24 Max: \$21.88

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This vacancy is due to a retirement. This is a key position within Human Services financial services area, responsible for processing all types of cash receipts and various other ongoing daily, weekly and monthly duties. I recommend approval.
Lorrie M. Blaylock, HR Analyst

Contact

Erik Pritzl

448-6005

Brown County

HUMAN SERVICES
P.O. BOX 23600
GREEN BAY, WI 54305-3600

May 10, 2016

TO: County Executive Troy Streckenbach
Human Resources Manager Brittany Zaehring
Director of Administration Chad Weininger

FROM: Ian Agar, Behavioral Health Manager
Human Services

SUBJECT: Request to Fill: CTP Worker

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)
Description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. This position provides the needed case management support to MH and AODA clients, many of whom are under mental health commitments. These services are provided as part of the Outpatient Behavioral Health continuum of care under the statutory authority of Chapters 51, 34, 75. These services are mandated.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
This service is part of the Outpatient Behavioral Health continuum of care provided under Chapters 51, 34, and 75 of Wisconsin Statute. These services are mandated. Job performance is measured through case management efforts to maintain the stability of consumers in the community, including linkage with varied community resources.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
This is not a realistic opportunity to streamline processes, as we are looking to sustain existing services to clients with current needs and to retain at minimum the existing limited capacity we have available.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
The destabilization and decline of clients that need case management supports in the community. The potential hospitalization of these clients, or client instability that results in client self harm or harm to others, this compromising client health safety and welfare.

2a

Budget Impact Calculation

Department: Human Services (CTC)
Position: Community Treatment Program Worker

Partial Budget Impact: 06/03/16 - 12/31/16 30 Weeks

Salary	\$ 21,215.77
Fringe Benefits	<u>\$ 8,892.12</u>
	\$ 30,107.88

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 36,774.00
Fringe Benefits	<u>\$ 15,413.00</u>
	\$ 52,187.00

Note: this position is in the 2016 budget

Position vacated: 6/3/2016

Budgeted hourly wage rate: 17.68
Class/Comp Grade & Range: PG:17 Min: \$13.57 Market: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget:	6
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	6
Number of FTEs filled with this position vacant:	5
Percent of this position staffed:	83%

Analyst Recommendation: Under the statutory authority of Chapters 51, 34 and 75, this position is mandated to cover case management support of clients under commitment at the Community Treatment Center. I recommend approval. Camille Stymiest, HR Analyst

Contact:

2a

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

5-27-2016

TO: County Executive Troy Streckenbach
Human Resources Director: Brittany Zaehring
Director of Administration: Chad Weininger

FROM: Lori Weaver, Long Term Care Supervisor
Human Services

SUBJECT: Request to Fill: Social Worker/Case Manager -- Adult Protective Services

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Maintenance of a caseload that is for short term case management and that requires quick turn over of cases due to the fast pace of the referrals and need to link clients with other community resources.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

Considerations should include consolidating, eliminating and/or outsource job responsibilities. With the increasing proportion of the population being in an older cohort, growth in the volume of work in this area is expected and being realized. There are no practical options to streamline or reorganize.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Case overload, clients in crisis with unmet needs and increased risk to healthy safety and welfare of county residents that could be life threatening.

2a

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

May 3, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources

FROM: Lori Weaver, Long Term Care Supervisor
Human Services

SUBJECT: Request to replace 1 Social Worker/Case Manager position - CCOP

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The job description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The Community Options Program is mandated and Brown County has been operating the program since its inception in the 1980's. There are mandated standards and services that must be provided to those consumers enrolled in the program who are functionally and financially eligible to receive services. Lapse in annual recertification and review of eligibility of each participant would result in an audit exception and carry possible disallowances and fines.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Current caseloads for this position range from 44 to 48 waiver cases per case manager. This is higher than surrounding counties for caseload sizes and greater than the recommended 1:40 ratio of state COP regulations. Minimum standards require that there be at least one monthly contact per participant, a six month and an annual review to evaluate eligibility, costs and services delivery. Other related consumer funding sources also have mandated standards. No service can be delivered to the consumer without verification of funding, authorization of payment and review of quality of services/outcome. Based on the number of clients enrolled, replacing this vacated position is necessary to meet the minimum standards set forth to receive State funding and avoid audit exceptions.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The case manager generates revenue to fully support the position. Based on the overall number of individuals eligible for waiver services, the positions are needed to support the current consumer case load. Streamlining or consolidation of services is not feasible at this time due to large caseloads and programming complexities.

2a

Budget Impact Calculation

Department: Human Services/Adult Protective Services
Position: Social Worker/Case Manager - APS

Partial Budget Impact: 5/27/16 - 12/31/16 28 Weeks

Salary \$ 25,599.00

Fringe Benefits \$ 12,565.00

\$ 38,164.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 47,541.00

Fringe Benefits \$ 23,335.00

\$ 70,876.00

Note: This position is in the 2016 budget.

Position vacated: 5/27/2016

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 6

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 6

Number of FTEs filled with this position vacant: 5

Percent of this position staffed: 83%

Analyst Recommendation: This vacancy is due to a resignation. This Adult Protection social worker/case manager position is a mandated position that meets the needs of adults at risk and vulnerable adults at risk to meet the obligations the county has under DHS 46, 54 and 55. There are legal consequences for Human Services non-compliance of these safety and court ordered services. I recommend approval.
Lorrie M. Blaylock, HR Analyst

Contact Lori Weaver 448-6129

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The position generates State revenue through billing the Community Mental Health Initiative for case management time. Leaving potential positions unfilled would likely result in greater costs to the county with the inability to meet minimum required standards of the program. The COP Social Worker/Case Manager positions currently generate revenue to fully support the positions themselves. Very minimal levy funding is utilized by the COP program.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Each month of services reflects a generation of revenue to support the positions. The longer the position remains unfilled, the greater the risk to the county in not meeting required oversight standards of the program. There would also be a reduced customer service response time and ability to respond to clients/families' questions and needs. Caseloads are full for the current FTE staff. Therefore, current staff is unable to provide for case management of clients who remain without significant risk to meeting the existing needs of consumers currently being served. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose COP funding during this period of lapse.

Budget Impact Calculation

Department: Human Services/ Long Term Care
Position: Social Worker/Case Manager - CCOP

Partial Budget Impact: 5/17/16 - 12/31/16 28 Weeks

Salary \$ 25,599.00

Fringe Benefits \$ 12,565.00

\$ 38,164.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 47,541.00

Fringe Benefits \$ 23,335.00

\$ 70,876.00

Note: This position is in the 2016 budget.

Position vacated: 5/17/2016

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: This vacancy is due to an internal transfer. Positions in the Long Term Care unit generate revenue to fully support employee salaries through case management billing and administrative claiming to the federal/state waiver program. Each position services approximately 45 community mental health clients who are also in need of long term supported home service, but are not eligible for Family Care. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Lori Weaver 448-6129

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

May 3, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehringer, Humans Resources Director
Chad Weininger, Director of Administration

FROM: Lori Weaver, Long Term Care Supervisor
Human Services

SUBJECT: Request to Add 1 FTE Children's Long Term Support (CLTS) Social Worker/Case Manager position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The Social Worker/Case Manager job description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The CLTS is mandated and Brown County has been operating the program since its inception in the 1980's. There are mandated standards and services that must be provided to those consumers enrolled in the program who are functionally and financially eligible to receive services. Lapse in annual recertification and review of eligibility of each participant would result in an audit exception and carry possible disallowances and fines.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Current caseloads for this position range are an average of 45 waiver cases per case manager. This is slightly higher than surrounding counties for caseload sizes. Minimum Waiver standards require that there be at least one monthly contact per participant, a six month and an annual review to evaluate eligibility, costs and services delivery. Other related consumer funding sources also have mandated standards. No service can be delivered to the consumer without verification of funding, authorization of payment and review of quality of services/outcome. This position is necessary to meet the minimum standards set forth to receive Federal and State funding and avoid audit exceptions.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The case manager generates revenue to support the position. Based on the overall



2a

number of individuals eligible for waiver services, the positions are needed to support the current consumer case load. Brown County currently serves over 400 children with disabilities on this program, while over 190 individuals remain on a wait list for CLTS services. Average caseloads are high and exceed the state waiver program recommendation of 40 individuals per case manager. Streamlining or consolidation of services is not feasible at this time due to larger than average caseloads and programming complexities.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The position generates Federal and State revenue through billing the waiver for case management time. Leaving positions unfilled would likely result in greater costs to the county with the inability to meet minimum required standards of the waiver program. The Long Term Care Social Worker/Case Manager position currently generates revenue to fully support the positions themselves.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position is requested to maintain clients being serviced by the waiver program in an allowable and efficient manner. Each month of services reflects a generation of revenue to support the positions. Due to the lack of staff time to continue to manage or enroll eligible cases that come with full Federal and State funding, the county would be leaving service dollars on the table for consumers in need. Caseloads are full for current FTE staff. There would be a capacity issue in adequately meeting the mandated standards for the funding that supports the services. There would also be a reduced customer service response time and ability to respond to clients/families' questions and needs. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose waiver funding during this period of lapse.

Budget Impact Calculation

Department: Human Services/ Children's Long Term Care
Position: Social Worker/Case Manager - CLTS

Partial Budget Impact: 6/1/16 - 12/31/16 28 Weeks

Salary \$ 25,599.00

Fringe Benefits \$ 12,565.00

\$ 38,164.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 47,541.00

Fringe Benefits \$ 23,335.00

\$ 70,876.00

Note: This position is in the 2016 budget.

Position vacated: 6/1/2016

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 9

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 9

Number of FTEs filled with this position vacant: 8

Percent of this position staffed: 89%

Analyst Recommendation: This vacancy is due to an internal transfer. Following 4-6 months of staff training and certification in the long term care area, positions in the Children's Long Term Support (CLTS) unit generate revenue to fully support employee salaries through case management billing and administrative claiming to the federal/state waiver program. The CLTS is mandated and Brown County has been operating the program since its inception in the 1980's. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Lori Weaver 448-6129

2a

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

March 30, 2016

TO: County Executive Troy Streckenbach
Human Resources Manager: Brittany Zaehring
Director of Administration: Chad Weininger

FROM: Lori Weaver, Long Term Care Supervisor
Human Services Department

SUBJECT: Request to Fill: Social Worker/Case Manager-Birth to Three (x2)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)
Description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The small team maintains a caseload that provides rapid response to referrals and leading to long term case management. DHS 90 necessitates quick turnaround of cases linking eligible infants and children with developmental delays to therapy/support services within 45 days of referral (note: this time includes weekends and holidays).
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
The volume of work in this area has grown each year for the past five years with annual Oct. 1 Child Counts for Brown County growing from 177 in 2011 to 240 in 2015. Early Intervention social workers also complete initial contact and "screens" for almost 800 families each year. Results of those developmental screens results in evaluation by a team and then coordination of services to each family by a small team of contracted providers each providing therapy/specialized instruction services to an average of 95 families of infants/young children with developmental delays.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Case overload; infants with developmental delays not being evaluated and served within mandated timeframes.

2a

Budget Impact Calculation

Department: Human Services/Birth to Three
Position: Social Worker/Case Manager - Birth to Three (x2)

Partial Budget Impact: 5/2/16 - 12/31/16 28 Weeks

Salary	\$ 51,198.00
Fringe Benefits	<u>\$ 16,508.69</u>
	\$ 67,706.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary	\$ 95,082.00
Fringe Benefits	<u>\$ 30,659.00</u>
	\$ 125,741.00

Note: These positions are in the 2016 budget.

Positions vacated: 4/4/16 and 5/2/16

Budgeted hourly wage rate: \$24.38
Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget:	3
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	3
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	33%

Analyst Recommendation: These vacancies are due to two retirements. The positions support administration of Early Intervention services as mandated by DHS 90. The small team maintains a caseload that provides rapid response to referrals and leading to long term case management. DHS 90 necessitates quick turnaround of cases linking eligible infants and children with developmental delays to therapy/support services within 45 days of referral (including weekends and holidays). I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Lori Weaver 448-6129

2a

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PLANNING DIRECTOR

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

May 25, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resource Director
Chad Weininger, Director of Administration

FROM: Chuck Lamine, Director
Planning and Land Services Department

SUBJECT: Request to Fill – Senior Planner

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

Yes, the position description was updated as part of the recent classification and compensation study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The duties of this position are absolutely essential in that it performs the administration and enforcement of the Brown County Land Division and Subdivision Ordinance, Chapter 21, Brown County Code, Brown County Sewage Plan, Municipal Separate Storm Sewer System regulations, and Water Quality Management grants, including the consideration of subdivisions, sewer, environmental, utility and public service limitations. The position assists with the development of Comprehensive Plans, Park & Recreation Plans, and All Hazard Mitigation Plans in compliance with the Wisconsin Comprehensive Planning Law and State Statutes. It also provides planning related local assistance services to communities on a contract basis.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The land subdivision and sewer service area review processes have County Code and Statutory deadlines for review periods. Brown County has strived to conduct reviews in a thorough but timely manner in order to promote economic development and improve efficiencies for the County, municipalities as well as the land development professionals.



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4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

While workload has increased due to development activity picking up, procedural streamlining efforts using electronic reviews and distributions have enabled the position to keep up with the present workload. The Senior Land Use Planner and Senior Natural Resources Planner positions were combined several years back due to down turn in development activity through the national economic recession. Development activity has picked up and if it continues to pick up and approaches the levels of the late 1990's and early 2000's it will generate fee revenue and workload, again split the positions and add staff.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There are sufficient funds budgeted for this position through the land subdivision and sewer service area review fee revenues and DNR Water Quality Grants.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Failure to refill this position in a timely manner will jeopardize our ability to meet the County Code and Statutory land subdivision and sewer service area review deadlines. The position is also project manager for the update to the Brown County Open Space and Recreation Plan which must be updated to maintain Brown County eligibility for State Stewardship Grants and other open space and recreation funds.

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Budget Impact Calculation

Department: Planning and Land Services
Position: Senior Planner

Partial Budget Impact: 06/10/16 - 12/31/16 29 Weeks

Salary \$ 32,166.58

Fringe Benefits \$ 10,335.71

\$ 42,502.29

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 57,678.00

Fringe Benefits \$ 18,533.00

\$ 76,211.00

Note: this position is in the 2016 budget

Position vacated: 6/10/2016

Budgeted hourly wage rate: \$27.73

Class/Comp Grade & Range: PG:9 Min: \$24.25 Market: \$30.31 Max: \$36.37

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: This position is vacant due to a resignation. The Senior Planner is responsible for (but not limited to) the enforcement of the Land Division and Subdivision Ordinances as well as providing planning related guidance to Brown County community members. There are only two Senior Planners within the department making it difficult to spread the work load within the department in order to comply with the timelines for each review period. I recommend approval. Camille Stymiest, HR Analyst

Contact: Chuck Lamine

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PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.
DIRECTOR

DATE: May 19, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources Director

FROM: Paul Fontecchio
Public Works Director

SUBJECT: Request to Fill – Engineering Manager Position

Therefore, please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes it is current.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Engineering Manager position is related to essential services. This position is vital to the operation of the Highway Department's engineering division, as it manages and oversees the work of 3 civil engineers and 3 engineering technicians who carry out multiple engineering & project management functions of the Department.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

This position is responsible in ensuring that all County roads are maintained, designed and constructed to meet guidelines and standards.

Some of the other duties that are essential to the position include: Managing access control, driveway permits, building and sign setbacks and use of highways by utilities; reviewing plans and specifications for use by design by consultants; overseeing and implementing construction specifications for road construction projects; and ensuring compliance with federal and state environmental regulations.

In addition, this position is responsible for overseeing all bridge inspections for both the County and several local municipalities.

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ENGINEERING MANAGER JUSTIFICATION
PAGE 2

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

With the formation of the Public Works Department in January 2012, and the hiring of a Public Works Director, this position has been reclassified from Engineering & Operations Manager to an Engineering Manager. In addition, we also added 3 Civil Engineer positions that report directly to the Engineering Manager.

Outsourcing the duties of this position would be much more costly for Brown County.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Engineering Manager position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The longer the position remains vacant, the longer it jeopardizes timely, cost-effective and compliance with design standards.

The County has several multi-million dollar road construction projects scheduled and this position is responsible for overseeing construction schedules, regulations, and all aspect of the projects are met.

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Budget Impact Calculation

Department: Public Works
Position: Engineering Manager

Partial Budget Impact: 05/19/16 - 12/31/16 32 Weeks

Salary \$ 47,577.85

Fringe Benefits \$ 13,209.85

\$ 60,787.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 77,314.00

Fringe Benefits \$ 21,466.00

\$ 98,780.00

Note: this position is in the 2016 budget

Position vacated: 5/19/2016

Budgeted hourly wage rate: \$37.17
Class/Comp Grade & Range: PG:5 Min: \$32.41 Market: \$40.52 Max: \$48.62

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is vacant due to an internal transfer. The Engineering Manager plays a critical role within the Public Works Department. This position is responsible for leading all engineering projects through the Highway division as well as supervising the civil engineers and technicians. Further, this position is responsible for bridge inspections throughout the county. I recommend approval. Camille Stymiest, HR Analyst

Contact: Paul Fontecchio

2a

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

HUMAN RESOURCES DIRECTOR

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

June 13, 2016

Departments for position approval process:

Child Support – Clerk/Typist II

Vacated – 6/17/16

District Attorney – Special Drug Task Force Attorney

Vacated – 6/13/13

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CHILD SUPPORT

Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



June 2, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Director of Human Resources
Camille Stymiest, Human Resource Analyst

FROM: Maria Lasecki, Director *ML*
Brown County Child Support Agency

SUBJECT: Request to Fill – Child Support Clerk/Typist II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description has been reviewed and it is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child support enforcement is a joint federal, state and local responsibility. The Clerk/Typist II, as a member of the support services unit, works in conjunction with a team of enforcement & paternity specialists, accounting technicians and support services representatives. Collectively, staff provide federally mandated child support enforcement services including: locating absent parents, establishing paternity/financial/medical support orders as well as establishing & enforcing court orders relevant to child support and medical support. This position is responsible for performing legal work to establish and enforce court orders in accordance with federal regulations, state statute and administrative code.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support Agency handles approximately 14,500 cases. (Brown County is one of Wisconsin's five largest agencies and the IVD caseload continues to grow). Unlike service provision in other areas-child support work requires the coordination of services to at least two or more participants within each case in addition to employers, health insurance providers, guardian ad litem representatives, attorneys and the many other entities involved in child support cases.

This position is responsible to provide support to enforcement staff, paternity staff, Child Support attorneys, the financial unit and the FCC. The person fulfilling the Clerk/Typist II role is responsible for creating and filing legal paperwork such as summons, affidavits, motions and orders for appearance as well as for securing process service when necessary. Above and beyond these duties, the position assists the attorneys with clerical support services when in court and conducts DNA testing for the agency.

In addition to understanding and correctly interpreting the law, the Clerk/Typist II must understand the complexities and legalities of paternity establishment and child support enforcement as well as court

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procedures, terminology, mandated timeframes based on policy and matters of involving confidentiality. This position requires strong analytical/problem solving skills, excellent communication skills (both orally and in writing), knowledge of the law and legal system and ability to effectively work with individuals of varying backgrounds, cultures, socio-economic status, educational levels and LEP capabilities. The Clerk/Typist II must also be capable of multitasking and be knowledgeable in the use of multiple computer systems.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The continued success of our customer service plan, our enforcement effectiveness and the ability of our call center staff to continue their outreach efforts necessitates that we fill this position. The negative impact the vacancy has on our ability to maximize performance incentives and state/federal funding opportunities is tremendous. Current staff is challenged in keeping up with the workload they have now and, subsequently, this vacancy must be filled expeditiously. If this position were not filled, the vacancy would, without question, negatively affect our performance measurements and subsequent funding for 2017.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Not filling the position (for any period of time) would have a negative effect on the department in many ways. Despite the fact that savings would be achieved while the position remained open, coverage for this area will be maintained by existing staff in addition to their own full time workload. And, funding for the Child Support Agency is based on performance measures which specifically include work performed by this position. It is crucial that any temporary salary savings not be viewed as sustainable, short of emergent situations, as coverage cannot be provided by other staff who: a) are not knowledgeable in the statutes that govern the work that is performed and b) who have very specific performance measures to meet themselves, in order to secure the maximum state and federal funding for the following fiscal year.

Budget Impact Calculation

Department: District Attorney
Position: Child Support Clerk/ Typist II

Partial Budget Impact: 6/17/16 - 12/31/16 28 Weeks

Salary \$ 26,790.62

Fringe Benefits \$ 9,342.85

\$ 36,133.46

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 49,754.00

Fringe Benefits \$ 17,351.00

\$ 67,105.00

Note: this position is in the 2016 budget

Position vacated: 6/17/2016

Budgeted hourly wage rate: \$23.92
Class/Comp Grade & Range: PG:17 Min: \$13.5 Market: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget:	3
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position is vacant due to an internal transfer. The Clerk/Typist II is responsible for full administrative support for the Child Support Department. Major responsibilities include (but are not limited to) maintaining court schedules, performing DNA tests, and prepping child support court cases. This position is critical to the department due to the high volume of child support cases within Brown County. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: Maria Lasecki

2a

OFFICE OF THE DISTRICT ATTORNEY

300 E. WALNUT STREET, P.O. BOX 23800
GREEN BAY, WI 54305-3600
PHONE (920) 448-4190, FAX (920) 448-4189

DAVID L. LASEE
DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
Dana J. Johnson
Mary M. Kerrigan-Mares

VICTIM WITNESS COORDINATOR

Karen H. Dorau
(920) 448-4194

SPECIAL PROSECUTORS

Lawrence J. Lasee
Kari A. Hoffman

CONTRACT SPECIAL PROSECUTOR

Bryant Dorsey

ASSISTANT DISTRICT ATTORNEYS

Wendy W. Lemkuil
Amy R.G. Pautzke
John F. Luetscher
Kevin G. Greene
Eric R. Enli
Beau G. Liegeois
Sarah E. Belair
Cynthia L. Vopal
Karyn E. Behling
Carley N. Miller

June 2, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehringer, Human Resources Director
Chad Weininger, Director of Administration

FROM: David L. Lasee, District Attorney

SUBJECT: Request to Fill – Special Drug Task Force Attorney

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are essential. On a daily basis, the attorney drafts and reviews complaints, motions, subpoenas, search warrants and other legal documents as necessary to represent the State of Wisconsin and Brown County as a Special Prosecutor.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position requires daily tasks and completion of tasks to meet statutory and court deadlines. The District Attorney reviews the job performance of all prosecutors.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The variety of job duties that this position are streamlined as much as possible, this position is critical for prosecution of cases.

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5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The responsibilities would fall on existing full-time staff which would be less cost effective.

Budget Impact Calculation

Department: District Attorney
Position: Special Drug Task Force Attorney

Partial Budget Impact: 6/13/16 - 12/31/16 28 Weeks

Salary \$ 26,790.62

Fringe Benefits \$ 9,342.85

\$ 36,133.46

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 49,754.00

Fringe Benefits \$ 17,351.00

\$ 67,105.00

Note: this position is in the 2016 budget

Position vacated: 6/13/2016

Budgeted hourly wage rate: \$23.92
Class/Comp Grade & Range: PG:13 Min: \$18.14 Market: \$22.67 Max: \$27.21

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is vacant due to a resignation. The Special Drug Task Force Attorney is responsible for providing legal services to the Brown County Drug Task Force team. Due to the high volume of cases, it is urgent to refill this position in a timely manner. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: David Lasee

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HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 27, 2016

Departments for position approval process:

- No vacancies were submitted for approval.

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DEPARTMENT VACANCIES REPORT

AS OF JUNE 27, 2016

(Positions with A1 Approval to Fill)

Dept.	Position Title	# of Vacancies
Child Support	Child Support Specialist - Paternity	1.00
Child Support	Clerk/Typist II	1.00
Corporation Counsel	Corp Counsel	1.00
CTC	APNP	1.00
CTC	CNA	0.20
CTC	CNA	0.40
CTC	CNA	1.00
CTC	COTA	0.40
CTC	CTP Worker	1.00
CTC	Food Service Worker	0.25
CTC	Food Service Worker	0.35
CTC	RN Charge Nurse	1.00
CTC	Switchboard Op./Receptionist	0.29
CTC	Switchboard Op./Receptionist	0.20
District Attorney	Special Drug Task Force Attorney	1.00
Human Resources	Benefits Manager	1.00
Human Resources	Human Resources Associate	1.00
Human Services	Account Clerk/Budget Counselor	1.00
Human Services	AODA Counselor	1.00
Human Services	AODA Counselor	1.00
Human Services	Children, Youth & Families Manager	1.00
Human Services	Clerk III (Cash Receipts)	1.00
Human Services	Clerk IV/Data Control	1.00
Human Services	Economic Support Specialist	1.00
Human Services	SW/CM (Adult Protective Services)	1.00
Human Services	SW/CM (CCOP)	1.00
Human Services	SW/CM (Child Protection)	1.00
Human Services	SW/CM (CLTS)	1.00
Human Services	SWCM	1.00
Library	Library Service Assistant	0.53
Library	Library Service Associate	0.53
Library	Shelver	0.24
NEW Zoo	Administrative Secretary	1.00
PALS	Planner I/Transportation/GIS	1.00
Public Safety Comm.	Emergency Management Director	1.00
Public Works - Facilities	Housekeeper	1.00
Public Works - Facilities	Housekeeper	1.00
Public Works - Facilities	Housekeeper	0.50
Public Works - Highway	Highway Crew	1.00
Public Works - Highway	Sign Crew	1.00
Public Works - Highway	Sign Crew	1.00
Register of Deeds	Vital Records Specialist	0.70
Sheriff's	Correctional Officer	1.00
Sheriff's	Correctional Officer	1.00
Sheriff's	Correctional Officer	1.00
Sheriff's	Correctional Officer	1.00
Sheriff's	Correctional Officer	1.00
Sheriff's	Correctional Officer	1.00
Sheriff's	Patrol Officer	1.00
Sheriff's	Patrol Officer	1.00
Sheriff's	Patrol Officer	1.00
Sheriff's	Patrol Officer	1.00
Sheriff's	Patrol Officer	1.00
Sheriff's	Patrol Officer	1.00
Technology Services	Enterprise System Analyst I	1.00
Technology Services	Enterprise System Analyst II	1.00

From Rick Schedewald, Dist. 24
To: Ed + Rec Committee
Veterans' Recognition Committee

Date May 18, 2016

This letter is my request
for consideration of either temporary
and/or permanent Art work to be
displayed ~~at~~ ^{outside of the} Veterans Memorial Arena.

~~can~~ My hope is that local
artists can submit appropriate
artwork for consideration to display.

Museum

Budget Status Report (Unaudited)

7-5-2016 Ed & Rec

	Adopted Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 870,928	\$ 362,887	41.7%	
Intergov Revenue	\$ -	\$ -	#DIV/0!	
Public Charges	\$ 171,850	\$ 42,031	24.5%	
Miscellaneous/ Donation Revenue	\$ 186,875	\$ 41,318	22.1%	
Other Financing Sources	\$ 50,000	\$ 43,875	87.8%	
Personnel Costs	\$ 580,513	\$ 231,719	39.9%	
Operating Expenses	\$ 699,140	\$ 257,208	36.8%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Public Charges: include gate, photo sales, vending and room rental.

Other Financing: intrafund transfer for Master Planning. \$50,000 carry over to FY16

Miscellaneous Revenue: includes NPMF funds for exhibits and programs.

NPMF uses intra-county expense Copy Center

[charge back amounts are deposited in Miscellaneous Revenue line

Intergov Revenue: None in 2016

Operating Expenses has a YTD encumbrance amount of \$8,658 for Advertising,

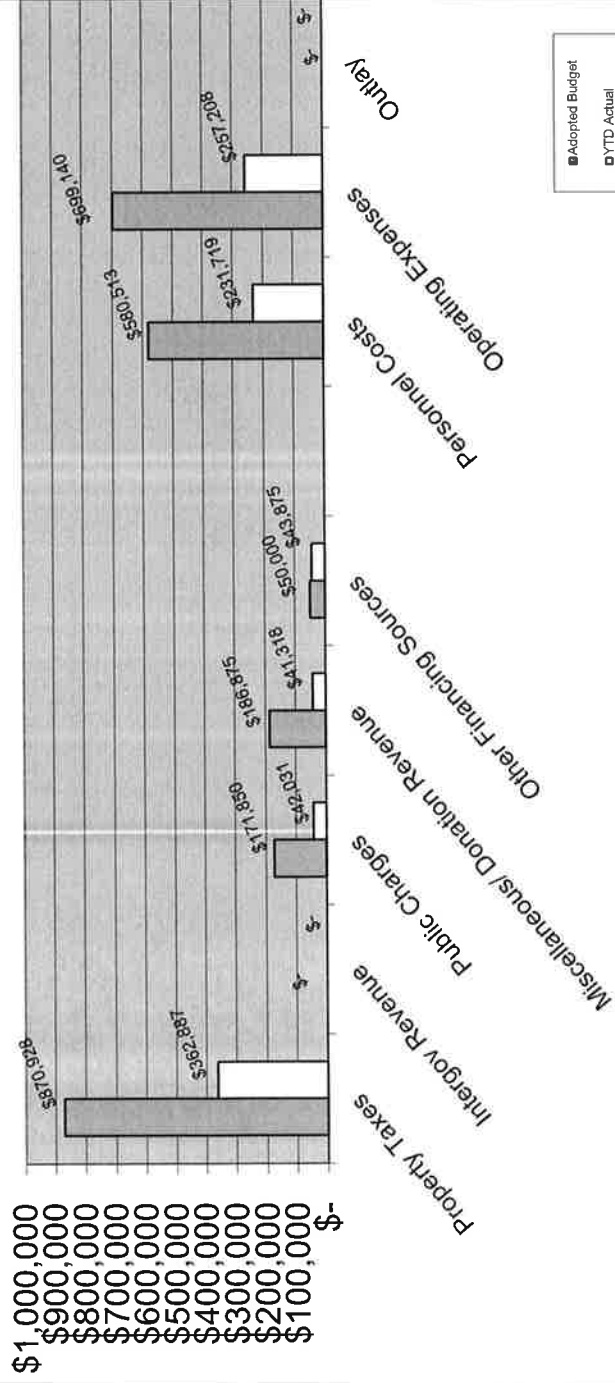
\$39,286.85 for security, Other Financing Sources \$43,875.00 for RFP Visitor Experience Plan

Notes: 5/24-5/29 \$1896 admission deposit is not reflected in the report

as it was deposited into June due to the holiday

Mazzanine Wall removal was posted in May at \$5890

Museum - May 31, 2016



NEVILLE PUBLIC MUSEUM

OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG



Neville Public Museum Director's Report Education & Recreation Committee Brown County Board of Supervisors Tuesday, July 5, 2016

Operations:

Since our last meeting we debuted the fifth Hard Core History program, facilitated the sixth Exhibit Exposed program, hosted the sixth Explorer Saturday of the year, reached over 3000 visitors at Breakfast on the Farm, worked alongside NEW Zoo staff at their first Brew at the Zoo event, participated at our first OBI Farmers Market Booth, hosted day long events for Mayors Kids Day, partnered with *Green Bay Press Gazette* celebrating their 150th Anniversary, continued with Public Archaeology programming through a new summer youth camp, and prepared for the opening of the *Eyes on the Sky* exhibit.



Breakfast on the Farm Outreach



NEW Zoo Brew at the Zoo Outreach



Summer OBI Farmers Market Outreach

Summer outreach at Breakfast on the Farm and On Broadway Farmer's markets were very successful. Breakfast on the Farm participants were much less familiar with the Neville's offerings and quite interested in what was happening. OBI Farmers Market participants stopped to share that they have seen the Neville in multiple commercials and have seen the Ice Age Imperials bus ads—of which have inspired them to visit in the last few weeks. Based on this feedback Museum Director Lemke indicated the advertising plan for the Neville is working.

The Neville will be present at:

The June 8th, July 13th, August 24th and September 14th at the On Broadway Farmers Market
The Downtown Green Bay Farmers Market on Saturday, July 16th and Saturday, September 3rd
Downtown Green Bay Summer in the Park on Thursday, July 14th

Monday, August 1, 2016 will be the Neville's Community Connection Night at the Green Bay Bullfrogs and August 5-7, 2016 we will have staff representation at the Tall Ships Festival.

Focus On Collections: James Ducat Estate Collection

The Ducat Estate collection was bequeathed to us by James Ducat in 2002. The Neville Public Museum of Brown County received approximately 600 artifacts from the estate. The collection contains a variety of artifacts including books, fossils, guns, swords, money, stamps, and minerals. Below is a current photograph of artifacts on display from the Ducat Estate collection that support the traveling exhibit *Ice Age Imperials* and the core exhibit *On the Edge of the Inland Sea*.



Specimens include a Mastodon Tooth, Partial Jaw of a Dire Wolf, Vertebrae from the Spinal Column of a Dire Wolf, Woolly Mammoth Femur Bone, and two Woolly Mammoth Teeth.

The Neville Public Museum Governing Board met on Monday, June 13, 2016. Museum Director Lemke started her report sharing two testimonials regarding recent events at the Neville. One from exhibit developer Tom Hendershot and one from teacher Vanessa Moran with both pasted below. Museum Director Lemke announced that she utilized Tom Hendershot to acknowledge Neville staff as Brown County Star Employee's.

From: Tom Hendershot <tom@antiquitiescompany.com>

To: "Lemke, Beth A." <Lemke_BA@co.brown.wi.us>

Date: Wed, 1 Jun 2016 12:32:35 -0400

Subject: Re: Ice Age Promotions

Hi Beth,

Wow, what a great video! I shared the link with our team and everybody loves it. Thanks very much for sending it along.

On another important note, I want to highly compliment your team for their great partnership during the exhibit installation process. Everyone we worked with was so friendly, knowledgeable and efficient ..which resulted in many of the tasks being completed ahead of schedule. In fact, *Ice Age Imperials* has never been installed so quickly! We'd say your team represents 'Professional Excellence'. Thanks so much for your installation follow-up, Beth. It's greatly appreciated!

Best, Tom

Vanessa Moran, 4th grade at Meadowbrook Elementary teacher testimonial

Virtual Learning with the Neville Public Museum was an experience my students will not soon forget! Using Google Hangouts, Ryan and Lisa were able to "visit" our classroom and share rare artifacts from their vault with my students, including a mummified cat! It was a fabulous way to begin a Problem Based Learning Project on Ancient Egypt because they had absolutely no idea that the Neville Public Museum had such amazing treasures and were instantly hooked! We were able to hit several essential benchmarks during the course of the unit, including many of our 21st Century Skills, and provided the students with an authentic learning experience that I would have been unable to do without their involvement.

Ryan, Lisa, and James were absolutely fabulous to work with and helped trouble shoot some major technical difficulties on our end when beginning this adventure. I appreciate their patience and understanding, as well as technical expertise. From Skype to Google Hangouts, they can make anything work!

I couldn't have been more thrilled to have The Neville Public Museum as a part of our classroom and look forward to many more shared ventures in the future.

Museum Director Lemke was also thrilled to announce that the Neville Team will be working with Lucinda Roberts the Fine Arts Program Coordinator for the Fine Arts Institute at Green Bay East High this fall. EQUATE is an annual event that the East strand of the GBAPS presents each school year. It is a musical concert featuring 5th grade vocalists from Aldo Leopold, Doty, Howe, Langlade, Nicolet, Sullivan and Webster Elementary schools. Also performing are choirs from Washington and Aldo Leopold Middle Schools and a choir from East High school. It features orchestra and band performances by the middle and high school students. The Neville will be the host location for the student art show November 24, 2016- January 8, 2017.

Museum Director Lemke shared that at the July 11, 2016 meeting the Board will discuss and recommend possible action on a repatriation request from the Ho-Chunk Nation of Wisconsin.

She also shared that only one exhibit contract is still pending for 2017. The amount for shipping is included in the 2017 budget request for the Neville Public Museum Foundation. Neville staff are preparing for the Downtown Green Bay Holiday parade as float materials are being created by the Neville's Exhibit Technician with an emphasis on H.C. Prange snow baby window figurines.

Lastly, each Education and Recreation Report starting in July will have a new section with a focus on collections that have significantly and positively affected the Neville to bridge communities and connect generations.

Discussion ensued; staff was commended on the process and encouraged to continue capturing data to share with the board, full support was noted.

Museum Strategic Planning

The Leadership Team continues work on the following opportunities as part of the Neville's Strategic Planning

- Advocate for the Neville based on the strategic purpose. Seize every chance to amplify on the core message of "Bridging Communities. Connecting Generations."
- Re-orient marketing and promotions efforts around the strategic purpose of "Bridging Communities. Connecting Generations."
- Work alongside Brown County Purchasing in requesting services from a team of consultants to conduct a Visitor Experience and Architectural Exhibition Master Plan for the Neville Public Museum.
 - This scope of services will be used to determine future exhibit design, fundraising opportunities and an overall exhibition development plan.

We are anticipating the first draft of the **Visitor Experience and Architectural Exhibition Master Plan** from Triad Creative Group on June 17, 2016. Post Leadership Team review of the draft the follow up necessary from Neville staff to keep the progress moving on the project will be shared with the Executives Office, Education and Recreation Committee,

Neville Public Museum Governing Board, and the Neville Public Museum Foundation Board.

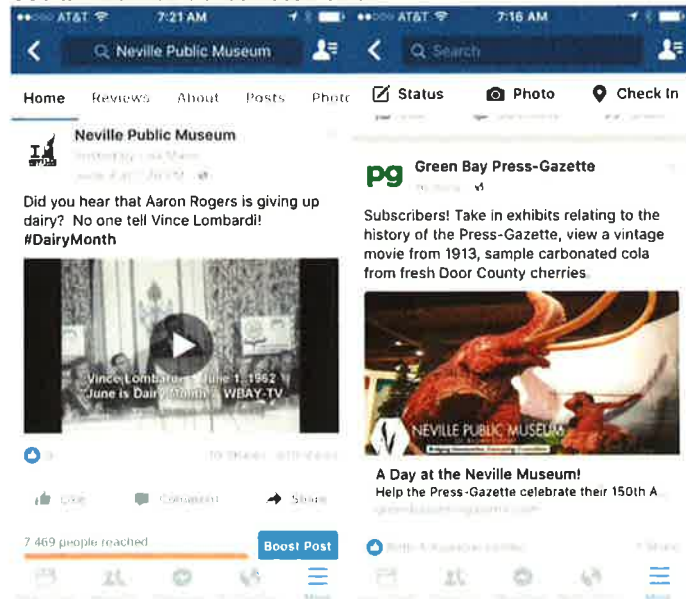
The Neville Public Museum Foundation The Neville Public Museum Foundation Board met Tuesday, June 21, 2016. Foundation Director Huntowski reported that the Foundation has reached fundraising goals for the 2nd quarter and membership for the end of May was over 800. Museum Director Lemke gave an update on the status of the RFP, attendance, outreach and the education program new certification.

Social Media Advertising Performance Summary

The Neville Public Museum will run a mammoth-naming contest through August 7, 2016.

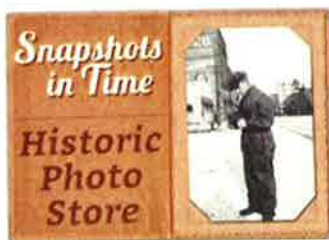
To suggest a name for the sculpture, visitors can take a selfie with the mammoth and post it on Instagram using the hashtag #NevilleMammoth and include their name suggestion in the caption or email art@nevillepublicmuseum.org with a name suggestion. Finalists will be chosen by a panel of judges and will be up for a final public vote in person at the museum or via email survey from August 9, 2016-August 28, 2016.

Social Media Success Stories of the Month



On the left: On June 8th the Neville Team posted a video from the WBAY Film Collection and as of 6/16/16 the video reached 7,469 Facebook uses, was shared 10 times and was watched 619 times.

On the right is a social media post from program partner *Green Bay Press Gazette* celebrating an event at the Neville 6/18/16 celebrating the 150 Anniversary of the newspaper. To date over 340 subscribers will be taking part in this program partnership at the Neville.



Neville Public Museum Online Photo Sales <http://photos.nevillepublicmuseum.org/>

June '15	Visits 1,025	Page Views 16,353
July '15	Visits 1,742	Page Views 19,379
August '15	Visits 1,229	Page Views 20,796
September '15	Visits 653	Page Views 14,291

October '15	Visits 691	Page Views 13,147
November '15	Visits 959	Page Views 11,791
December '15	Visits 2139	Page Views 36,668
January '16	Visits 1073	Page Views 21,095
February '16	Visits 874	Page Views 18,429
March '16	Visits 1,751	Page Views 22,492
April '16	Visits 873	Page Views 13,728
May '16	Visits 858	Page Views 16,995

Neville Public Museum Website 2016

January: Visits 14,939 Page Views 26,493
 February: Visits 15,778 Page Views 27,922
 March: Visits 18,316 Page Views 32,255
 April: Visits 15,077 Page Views 25,602
 April: Visits 14,728 Page Views 23,462

2015 total visits = 204,431 (*36% increase over 2014)

2014 total visits = 131,438 (*62% increase over 2013)



Neville Public Museum Facebook

FY 2016 *social media boost funding is being utilized and decided upon in house vs. by a firm

January reach 54,103 people engaged 2,658
 February reach 29,698 people engaged 1,693
 March reach 36,750 people engaged 2,255
 April reach 44,333 people engaged 2,143
 May reach 29,002 people engaged 2,246

FY 2015

Total Page Likes 4,100
 People Engaged 36,981 *33% increase in engaged audience over FY 14
 Total reach 833,877

FY 2014

Total Page Likes 2,718
 People Engaged 24,712
 Total reach 1,127,429 *Per the JEM grant social media funding was \$10,000 in FY 14 with spend emphasis on the Temporary Green Bay Packers Hall of Fame exhibit.

Current Temporary Exhibits



Life and Death at Fort Howard

America's victory during the War of 1812 ushered in a new era of defense, democracy and development in the Upper Great Lakes. In recognition of the 200th anniversary of the founding of Fort Howard in 1816, this exhibit focuses on the personal stories of life and death at this Fort in Green Bay. Through the display of authentic artifacts, rare maps and hands-on interactives, visitors to the exhibit will be given an inside look at the personalities of those who helped lay the foundations modern Green Bay.
 (April 16, 2016 – April 9, 2017)



Ice Age Imperials

Ice Age Imperials is a traveling museum exhibit that makes the drama of the majestic animals that dominated the age accessible to all. Using two full-scale dioramas, a series of interactive displays and wall-mounted educational components, *Ice Age Imperials* prompt visitors to wonder: When and where was it? What was life like here during the Ice Age? How do today's animals compare to their extinct Ice Age relatives? *Ice Age Imperials* provides a rare opportunity for visitors to 'Touch the Ice Age'. Interacting with real fossils from ancient animals like the sabretooth cat, woolly mammoth, giant sloth, dire wolf, giant beaver, and teeth from a huge Ice Age bear will make the Ice Age come alive to visitors like never before. (May 27, 2016 — October 30, 2016)

Upcoming Exhibits



Eyes On The Sky

Discover how humans in Northeastern Wisconsin have observed, explored, and understood our Solar System and its place in the Milky Way Galaxy. See large historic telescopes, captivating astro-photography, ancient meteorites, hands-on exploration, and much more. This exhibit was developed in collaboration with the Neville Public Museum Astronomical Society. (July 16 – November 6, 2016)

Upcoming Events

July 2016

Saturday, 7/2/16 Explorer Saturday – Independence Day 10:00 a.m. – 1:00 p.m.

Monday, 7/4/16 Fire over the Fox—Music U stage with youth performances 2:00-6:00 p. m.

Wednesday 7/6/16 Neville Public Museum Astronomical Society - meeting and program The Milky Way 6:30 - 8:30 p.m.

Thursday, 7/7/16 Neville Public Museum Community Blood Drive noon-5 p.m.

Thursday, 7/14/16 Donor Wall Dedication & Exhibit Reception – *Eyes on the Sky* 6:00 – 8:00 p.m.

Saturday 7/16/16 and Sunday 7/17/16

"Ebenezer Childs was a larger than life individual in the history of Green Bay, why he would tell you that himself. Let Me Be Franks pokes a little fun with this true to-life character in our past with an all new musical "The Life of Ebenezer Childs". All songs and story are original and written by Frank Hermans.

Where: Neville Public Museum 200 Museum Place Green Bay, WI in the Neville Auditorium.

When: Saturday July 16th 7:30 pm & Sunday July 17th 2pm

Cost: \$15 General seating of 120 max.

Run time: 45 to 50 min.

Wednesday, 7/20/16 Exhibits Exposed - Interstellar Overdrive: Astronomy 6:00 - 7:00 p.m.

Wednesday, 7/20/16 Neville Public Museum Geology Club meeting and program 6:30 - 8:30 p.m.

Wednesday, 7/20/16 Star Party 7:00 - 9:00 p.m.

Saturday, 7/23/16 Soda Series – Heritage Root Beer 1:00 – 2:00 p.m

August 2016

Saturday, 8/6/16 Explorer Saturday - Tall Ships 10:00 a.m. – 1:00 p.m.

Tuesday, 8/9/16 Hardcore History – Archaeology of Fort Howard 6:00 – 7:00 p.m.

Wednesday, 8/17/16 Exhibits Exposed - Fort Howard 6:00 - 7:00 p.m.

September 2016

Saturday, 9/3/16 Explorer Saturday - Astronomy 10:00 a.m. – 1:00 p.m.

Wednesday 9/7/16 Neville Public Museum Astronomical Society - meeting and program Bob Lundt 6:30 - 8:30 p.m.

Tuesday 9/13/16 Hardcore History – TBD 6:00 – 7:00 p.m.

Wednesday, 9/21/16 Exhibits Exposed - Ice Age 6:00 p.m. - 7:00 p.m.

Wednesday, 9/21/16 Neville Public Museum Geology Club meeting and program 6:30 - 8:30 p.m.

Neville Public Museum Attendance and Revenue Comparison

	2014		2015		2016		Atten
	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	
January	1,825	\$4,601.00	3,847	\$ 8,068.50	2,358	\$ 6,866.50	
February	2,545	\$4,401.00	4,597	\$ 8,394.00	2,642	\$ 6,138.00	
March	3,280	\$7,959.50	3,375	\$ 6,749.00	3,828	\$ 9,645.50	
April	3,705	\$6,518.00	2,981	\$ 4,080.00	4,757	\$ 7,675.00	
May	3,517	\$6,212.00	3,275	\$ 4,777.50	3,959	\$ 5,865.00	
June	3,358	\$7,890.50	3,212	\$ 6,432.75			
July	3,623	\$11,645.50	2,913	\$ 6,682.00			
August	4,222	\$11,946.00	3,388	\$ 8,064.00			
September	2,881	\$6,359.50	2,251	\$ 3,778.00			
October	4,059	\$9,668.50	3,668	\$ 5,426.00			
November	5,576	\$14,606.00	4,031	\$ 7,390.00			
December	7,864	\$22,542.50	4,980	\$ 9,126.50			
TOTALS	46,455	\$114,350.00	42,518	\$78,968	17,544	\$36,190	

Neville Public Museum Attendance and Revenue May 2016

Date	Day	Admission	Guided Tours	Self-Guided Tours	Facility Rental/Meeting Attendees	Event/Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue
1	Sunday	61			104		165	\$265.50	\$110.00
2	Monday					39	39		
3	Tuesday	12			148		160	\$38.00	\$175.00
4	Wednesday	63		67		93	223	\$90.00	
5	Thursday	22			115	50	187	\$63.00	\$82.50
6	Friday	15					15	\$76.00	
7	Saturday	53			39		92	\$238.00	\$110.00
8	Sunday	34					34	\$92.00	
9	Monday						0		
10	Tuesday	23			150	17	190	\$87.00	\$75.00
11	Wednesday	17			115		132	\$549.00	\$142.50
12	Thursday	19				55	74	\$80.00	
13	Friday	54			33	15	102	\$199.00	\$198.75
14	Saturday	188			6		194	\$866.00	
15	Sunday	164			62		226	\$311.50	\$110.00
16	Monday		12				12		
17	Tuesday	34		6	118		158	\$136.00	\$75.00
18	Wednesday	16		17	131	68	232	\$83.50	\$360.00
19	Thursday	22		24	29	362	437	\$198.00	\$75.00
20	Friday	12				60	72	\$63.00	
21	Saturday	81			83	110	274	\$289.50	\$280.00
22	Sunday	35			63	90	188		\$110.00
23	Monday		55				55	\$165.00	
24	Tuesday	22			123		75		\$75.00
25	Wednesday	45	95		56		196	\$519.00	\$275.00
26	Thursday	30	26			104	160	\$199.50	
27	Friday	35					35	\$162.00	
28	Saturday	144					144	\$589.00	
29	Sunday	109					109	\$414.50	
30							0		
31	Tuesday	23					23	\$91.00	
TOTAL		1,333	188		1,375	1,063	3,959	\$5,865.00	\$2,253.75

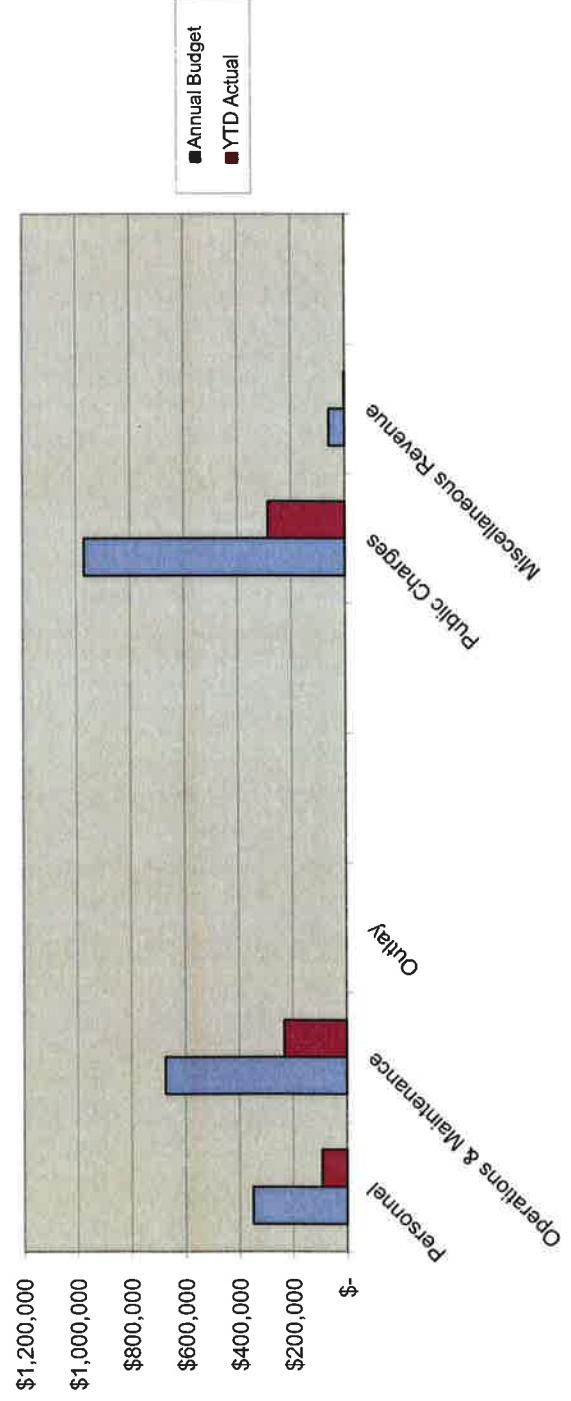
April Total Attendance	4,757	May Total Attendance	3,959
April Outreach	250	May Outreach	450
April Grand Total Served	5,007	May Grand Total Served	4,409

5/31/2016

HIGHLIGHTS:			
The Golf Course is a seasonal operation that operates April through November. All expenses and revenues are well within budgeted amounts.			

	Annual Budget	YTD Budget	YTD %
Personnel	\$ 349,471	\$ 93,140	27%
Operations & Maintenance	\$ 675,068	\$ 233,063	35%
Outlay	\$ -	\$ -	0%
Public Charges	\$ 971,100	\$ 285,286	29%
Miscellaneous Revenue	\$ 58,500	\$ 2,711	5%
Public Charges consists of the following			
Green Fees	\$ 670,000.00	\$ 226,968.64	34%
Cart Fees	\$ 210,000.00	\$ 34,429.05	16%
Concessions	\$ 90,000.00	\$ 23,887.83	27%

Golf Course Budget Analysis May 31, 2016



Golf Course Superintendent's Report

July 5th, 2016

During the month of June here are a few highlights of things that were done:

1. Golf Course Update
 - a. Golf Course is in great shape
2. Golf Course June Maintenance
 - a. Greens have been topdressed and groomed
 - b. New cart path behind #2 green to #3 tee has been completed
 - c. Clean up downed trees from 3 storms
 - d. Cart paths reworked on #9 bridge
 - e. Ordered plants for new landscape bed on #17
 - f. Sand was added to a couple of bunkers on #8
3. Upcoming Projects and Maintenance
 - a. Continue to work on cart path ends
 - b. Enlarge back tee on #3
 - c. Landscape bed to complete on #17
 - d. Continue to check bunkers for proper sand level and will add if needed
4. Upcoming Events
 - a. Men's Club Championship July 7th and 8th
 - b. Shopko July 13th
 - c. WPGA Junior Tour Event July 25th

Brown County
Library
Budget Status Report
5/31/2016

	Annual Budget	YTD Actual
Property Taxes	\$ 6,526,788	\$ 2,719,495
Intergov't Revenue	\$ 353,115	\$ 312,027
Charges for sales and services	\$ 266,290	\$ 89,396
Miscellaneous Revenue	\$ 22,610	\$ 3,041
Other Financing Sources	\$ -	\$ -
Personnel Costs	\$ 4,430,650	\$ 1,765,987
Operating Expenses	\$ 2,897,440	\$ 1,318,947
Outlay	\$ 211,848	\$ 30,928

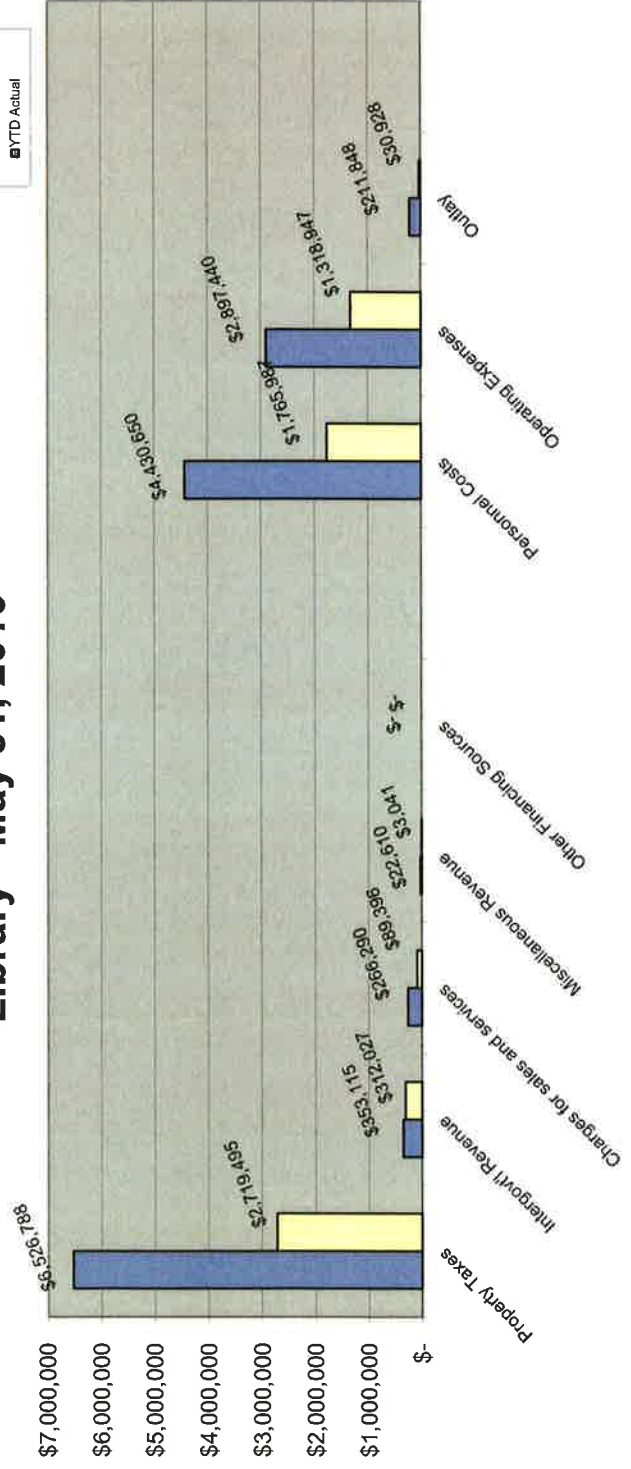
HIGHLIGHTS:

Revenues: Fines and fees revenue is under budget. Payment has been received from all counties for their residents' use of Brown County libraries.

Expenses: A transfer in was completed at 2015 year-end for furniture replacement in the amount of \$300,983. The furniture replacement will be completed this year.

Library - May 31, 2016

■ Annual Budget
■ YTD Actual





Brown County Library Report May, 2016

Strategic Priorities

Library Mission: <i>Brown County Library provides trusted information and resources to connect people, ideas, and community.</i>					Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
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County-Wide Successes

Brown County Library staff attended an all-day Staff In-service on Communication and Customer Service Skills for When the Going Gets Tough with Laura Page on May 20th at the Kress Family Branch.

Administrative staff and staff from Central, Kress and Weyers-Hilliard the Hispanic Interagency Outreach meeting held at Catholic Charities to share information and network with other agencies who work with the Hispanic community.

Youth Services staff from all locations visited several schools this month to promote the Summer Reading Adventure.

The library's Spanish Programming Committee continues to strategize on meeting the needs of our diverse Brown County population.

Central Library Successes

The Lower level renovation was completed.



Staff taught two of the most successful Arduino programs to date (an introduction & a club) with very few technical issues - thanks to upgraded equipment! They also taught an introductory class for sixth graders at Holy Cross school. In total, 29 kids, teens and adults attended these programs.

Staff spoke to a group of about 50 Brown County retired educators. They talked about the Edible Garden, resources available on the website and volunteering at the library.

All of the plants that were planted by students from Syble Hopp arrived for the Children's Edible Garden. Planting is underway and all of the summer garden events are planned. The artwork that was on display all winter was purchased and gifted back to the library, so it will be returned to the garden.

The first Bike-o-Rama event was held. Two speakers from the Broken Spoke bike shop talked to around 20 people about basic bike repair and maintenance. A CSI from the Police Department was also writing bike licenses. The speakers from Broken Spoke were especially excited about the event and hope to make it annual (we would like to have it coincide with National Bike to Work week).

									X
								X	
X									
								X	
X		X							
			X						
X			X						
	X	X							



Brown County Library Report May, 2016

Library Mission:
Brown County Library provides trusted information and resources to connect people, ideas, and community.

Strategic Priorities

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
		X		
				X
		X		
				X
X		X		
				X
				X
			X	
		X	X	
	X	X		
		X		

The adult graphic novel collection has officially been created. For now it will mostly be housed at Central, with possible additional locations at Weyers-Hilliard and Kress in the future.

Staff attended Leader Cast training at NWTC (this is an annual event with short speeches given by industry leaders that are live-streamed around the country) She also attended two continuing education events with the Chamber's Current network.

The Multiple Copies for Book Clubs collection had its best month ever! 208 books circulated in May. Circulation in this collection has been consistently trending upward for the last few years, especially since titles for the collection are carefully selected.



Central Library was nominated for an annual Ethics in Business Award sponsored by the American Foundation of Counseling Services.

Outreach included: Ready, Set, Summer - annual event at Howe School; and summer reading promotions at local schools.

Reference staff evaluated the Bookmobile collection on third floor; ordered replacements and new titles for areas recently weeded.

Staff led a book discussion following two showings of The Hundred-Foot Journey at the De Pere Cinema, with 24 and 25 attending respectively.

Staff submitted an article for the June Brown County Historical Society newsletter.

Local History staff writes the "Throwback Thursday," posts for the Facebook page. They are very popular.

Local History and Genealogy librarian led two Learning in Retirement courses on Local History. Sessions were limited to 40 people each and they were full.

The Reference Department staff visited and toured the Job Center. Staff is looking to develop a relationship with them to see how the library can best serve them and the population they serve.

Ashwaubenon Branch Successes

48 people attended the Belle's Tea Party princess program on a Saturday. There were lots of happy princesses here that day!

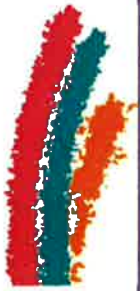


Brown County Library Report May, 2016

Library Mission:
Brown County Library provides trusted information and resources to connect people, ideas, and community.

Strategic Priorities

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
Program highlights: Eldervoices with Stuart Stotts had 14; Cyber Security with August Neverman had 16. We had 13 for the Decoupage class, 5 for the iCloud class, and 7 for the Retirement Income class. A couple came for the Dominoes event.		x		
Our anonymous donor has offered to donate another \$10,000 to the branch. A challenge grant will be publicized starting in mid- June.				x
A handwritten thank you note from one of the Decoupage class attendees read, "It was only in this last year or so that I discovered that the library was more than 'just books' and I'm so amazed at all these wonderful programs that are at the libraries - free of charge and all supplies included. It is such an awesome resource! Thanks again!"		x		x
Denmark Branch Successes Several staff members from other locations visited the Denmark Branch as part of the staff ambassador program. All seemed to enjoy the experience and were very interested in how the school library/public library partnership worked.				x
Over 500 children elementary school students visited. Many library cards were issued and quite a few replaced. Students learned about library services, participated in a scavenger hunt, learned about the summer reading program and checked out books. Teacher feedback was positive, and thank-you notes from students were received. Over 100 6 th grade students and 19 Kindergartners and families also visited.	x			
Information about the Summer Reading Adventure was added to both the Denmark High School newsletter and the district newsletter. This will help spread the word about the many exciting library programs being offered.	x	x		
Using our newly acquired movie license, Star Wars: Episode IV was shown. 10 movie goers (a couple even in costume) enjoyed watching the film while making paper craft R2-D2's and completing Star Wars crosswords and coloring sheets.		x		
East Branch Successes Kress staff presented a program on Job and interviewing skills.	x			
Branch Supervisor contacted Robyn Davis, director of Freedom House to discuss having library staff speak to their clients about library resources they may find useful. A possible deposit collection for their agency was also discussed.	x			
Two tables with benches are now outside the branch. Benches were designed by the library's Facilities Manager and constructed by students and tech education instructor at NEW Lutheran High School (per the school's offer). Customers have already been very complimentary about how nice the outside looks with its improvement.		x		



Brown County Library Report May, 2016

Strategic Priorities

Library Mission: <i>Brown County Library provides trusted information and resources to connect people, ideas, and community.</i>		Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
Kress Family Branch Successes						
38 people total attended three May Art Series programs presented by two Kress staff and one community member. Positive verbal feedback was received for each project and attendees shared that they would attend more art related programs if held in the future.				X		
Elder Voices with Stuart Stotts was lighter attendance with 14 people, but of the patrons who came, many stopped at the desk afterward to thank us for having such a wonderful program.						
De Pere 4th graders spent a few days at the branch learning about sustainability.		X				
Pulaski Branch Successes						
RFID tagging of materials is nearly completed.						X
Southwest Branch Successes						
The first Good Cents Series about Credit Reports as held. There was a lot of positive feedback.						
Branch Supervisor attended a two-day training in Madison in regards to Parent Cafes as part of the Family Engagement piece of the Brown County Child Abuse and Neglect Initiative.			X			
Weyers-Hilliard Branch Successes						X
The Creative Corner programs are filling up fast and now have a waiting list.						
The Children's area was recently re-arranged. A parent commented on how much she loves the new set up in the children's area and how the audio materials are all together. She particularly enjoys that all the parenting resources are now by the easy readers as it makes it convenient for her to be able to browse materials while her children are looking at books or playing in that same area.		X		X		
Wrightstown Branch Successes						
The branch was outfitted with new furniture throughout the entire space and the collections were flipped.						
						X

Brown County Parks

Budget Status Report

5/31/2016 - UNAUDITED

Expenses

	Amended Budget	YTD Actual	Percent of Budget
Personnel Costs	\$ 1,071,312	344,905	32%
Operating Expenses	\$ 610,119	230,846	38%
Utilities	\$ 142,390	34,573	24%
Outlay	\$ 718,686	45,615	6%

Revenues

	Amended Budget	YTD Actual	Percent of Budget
Property Taxes	\$ 870,693	362,789	42%
Intergov Revenue	\$ 394,531	0	0%
Other Financing Sources	\$ 517,023	0	0%
Public Charges/Misc. Revenue	\$ 745,260	320,050	43%

HIGHLIGHTS:

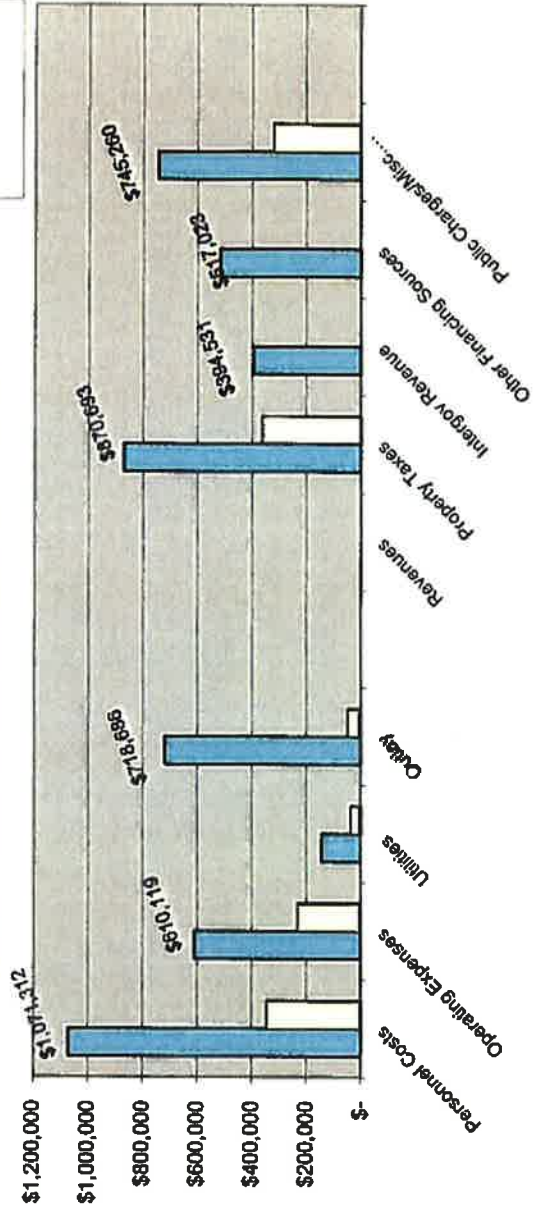
Expenses:

Currently on track

Revenues:

Currently on track

General Fund -Parks, May 2016 - Unaudited





Budget by Account Classification Report

Through 05/31/16

Prior Fiscal Year Activity Included

Summary Listing

PARKS - GENERAL FUND

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	870,693.00	.00	870,693.00	72,557.75	.00	362,788.75	507,904.25	42	895,700.00
Intergov Revenue	353,865.00	40,666.00	394,531.00	.00	.00	.00	394,531.00	0	133,826.84
Public Charges	742,121.00	.00	742,121.00	29,604.58	.00	316,129.32	425,991.68	43	753,650.78
Miscellaneous Revenue	3,139.00	.00	3,139.00	87.61	.00	3,921.25	(782.25)	125	15,550.56
Other Financing Sources	394,944.00	122,079.00	517,023.00	.00	.00	.00	517,023.00	0	155,307.44
REVENUE TOTALS	\$2,364,762.00	\$162,745.00	\$2,527,507.00	\$102,249.94	\$0.00	\$682,839.32	\$1,844,667.68	27%	\$1,954,035.62
EXPENSE									
Personnel Costs	1,071,312.00	.00	1,071,312.00	84,622.59	.00	344,904.56	726,407.44	32	1,033,853.75
Operating Expenses	737,509.00	15,000.00	752,509.00	56,925.12	6,868.81	265,419.26	480,220.93	36	722,964.18
Outlay	555,941.00	147,745.00	703,686.00	.00	41,902.80	3,712.50	658,070.70	6	196,803.66
EXPENSE TOTALS	\$2,364,762.00	\$162,745.00	\$2,527,507.00	\$141,552.71	\$48,771.61	\$614,036.32	\$1,864,699.07	26%	\$1,953,621.59
Fund 100 - GF Totals									
REVENUE TOTALS	2,364,762.00	162,745.00	2,527,507.00	102,249.94	.00	682,839.32	1,844,667.68	27	1,954,035.62
EXPENSE TOTALS	2,364,762.00	162,745.00	2,527,507.00	141,552.71	48,771.61	614,036.32	1,864,699.07	26	1,953,621.59
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$39,302.77)	(\$48,771.61)	\$68,803.00	(\$20,031.39)		\$414.03
Grand Totals									
REVENUE TOTALS	2,364,762.00	162,745.00	2,527,507.00	102,249.94	.00	682,839.32	1,844,667.68	27	1,954,035.62
EXPENSE TOTALS	2,364,762.00	162,745.00	2,527,507.00	141,552.71	48,771.61	614,036.32	1,864,699.07	26	1,953,621.59
Grand Totals	\$0.00	\$0.00	\$0.00	(\$39,302.77)	(\$48,771.61)	\$68,803.00	(\$20,031.39)		\$414.03

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Budget by Account Classification Report

Through 05/31/16

Prior Fiscal Year Activity Included

Summary Listing

PARKS- SPECIAL REVENUE ACCT'S

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 120 - Park Donations										
REVENUE										
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	7,800.00	.00	7,800.00	44.61	.00	509.48	509.48	7,290.52	7	1,031.84
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$7,800.00	\$0.00	\$7,800.00	\$44.61	\$0.00	\$509.48	\$509.48	\$7,290.52	7%	\$1,031.84
EXPENSE										
Operating Expenses	17,500.00	.00	17,500.00	105.01	.00	1,488.32	1,488.32	16,011.68	9	8,324.54
Outlay	18,000.00	.00	18,000.00	.00	.00	.00	.00	18,000.00	0	.00
EXPENSE TOTALS	\$35,500.00	\$0.00	\$35,500.00	\$105.01	\$0.00	\$1,488.32	\$1,488.32	\$34,011.68	4%	\$8,324.54
Fund 120 - Park Donations Totals										
REVENUE TOTALS	7,800.00	.00	7,800.00	44.61	.00	509.48	509.48	7,290.52	7	1,031.84
EXPENSE TOTALS	35,500.00	.00	35,500.00	105.01	.00	1,488.32	1,488.32	34,011.68	4	8,324.54
EXPENSE TOTALS	(\$27,700.00)	\$0.00	(\$27,700.00)	(\$60.40)	\$0.00	(\$978.84)	(\$978.84)	(\$26,721.16)		(\$7,292.70)
Fund 121 - Boat Landing										
REVENUE										
Public Charges	110,250.00	.00	110,250.00	8,109.06	.00	25,660.49	25,660.49	84,589.51	23	112,938.94
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$110,250.00	\$0.00	\$110,250.00	\$8,109.06	\$0.00	\$25,660.49	\$25,660.49	\$84,589.51	23%	\$112,938.94
EXPENSE										
Operating Expenses	250,464.00	.00	250,464.00	7,390.62	19,481.04	26,771.84	26,771.84	204,211.12	18	176,854.39
Outlay	33,000.00	.00	33,000.00	.00	.00	.00	.00	33,000.00	0	.00
EXPENSE TOTALS	\$283,464.00	\$0.00	\$283,464.00	\$7,390.62	\$19,481.04	\$26,771.84	\$26,771.84	\$237,211.12	16%	\$176,854.39
Fund 121 - Boat Landing Totals										
REVENUE TOTALS	110,250.00	.00	110,250.00	8,109.06	.00	25,660.49	25,660.49	84,589.51	23	112,938.94
EXPENSE TOTALS	283,464.00	.00	283,464.00	7,390.62	19,481.04	26,771.84	26,771.84	237,211.12	16	176,854.39
EXPENSE TOTALS	(\$173,214.00)	\$0.00	(\$173,214.00)	\$718.44	(\$19,481.04)	(\$1,111.35)	(\$1,111.35)	(\$152,621.61)		(\$63,915.45)
Fund 122 - Cross County Ski										
REVENUE										
Public Charges	27,500.00	.00	27,500.00	3,557.23	.00	37,022.26	37,022.26	(9,522.26)	135	12,621.37
Miscellaneous Revenue	25.00	.00	25.00	.00	.00	30.00	30.00	(5.00)	120	10.00
REVENUE TOTALS	\$27,525.00	\$0.00	\$27,525.00	\$3,557.23	\$0.00	\$37,052.26	\$37,052.26	(\$9,527.26)	135%	\$12,631.37
EXPENSE										
Operating Expenses	38,750.00	.00	38,750.00	21.91	.00	3,634.44	3,634.44	35,115.56	9	15,092.96
Outlay	.00	36,000.00	36,000.00	.00	.00	.00	.00	36,000.00	0	23,872.57
EXPENSE TOTALS	\$38,750.00	\$36,000.00	\$74,750.00	\$21.91	\$0.00	\$3,634.44	\$3,634.44	\$71,115.56	5%	\$38,965.53
Fund 122 - Cross County Ski Totals										
REVENUE TOTALS	27,525.00	.00	27,525.00	3,557.23	.00	37,052.26	37,052.26	(9,527.26)	135	12,631.37



Budget by Account Classification Report

Through 05/31/16

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 122 - Cross County Ski Totals										
EXPENSE TOTALS	38,750.00	36,000.00	74,750.00	21.91		.00	3,634.44	71,115.56	5	38,965.53
	(\$11,225.00)	(\$36,000.00)	(\$47,225.00)	\$3,535.32		\$0.00	\$33,417.82	(\$80,642.82)		(\$26,334.16)
Fund 123 - Park Land & Building Acquisition										
REVENUE										
Public Charges	18,000.00	.00	18,000.00	.00	.00	.00	.00	18,000.00	0	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0%	\$0.00
EXPENSE										
Operating Expenses	7,500.00	.00	7,500.00	.00	.00	.00	.00	7,500.00	0	.00
Outlay	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0%	\$0.00
Fund 123 - Park Land & Building Acquisition Totals										
REVENUE TOTALS	18,000.00	.00	18,000.00	.00	.00	.00	.00	18,000.00	0	.00
EXPENSE TOTALS	7,500.00	.00	7,500.00	.00	.00	.00	.00	7,500.00	0	.00
Fund 123 - Park Land & Building Acquisition Totals										
REVENUE TOTALS	\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,500.00		\$0.00
Fund 124 - Rails to Trails										
REVENUE										
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	92,733.00
Public Charges	100,600.00	.00	100,600.00	17,627.50	.00	.00	20,961.50	79,638.50	21	87,699.64
Miscellaneous Revenue	1,000.00	.00	1,000.00	107.15	.00	.00	107.15	892.85	11	447.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$101,600.00	\$0.00	\$101,600.00	\$17,734.65	\$0.00	\$0.00	\$21,068.65	\$80,531.35	21%	\$180,879.64
EXPENSE										
Operating Expenses	117,549.00	.00	117,549.00	1,675.04	.00	.00	9,275.88	108,273.12	8	48,843.66
Outlay	.00	.00	.00	.00	.00	.00	.00	.00	+++	105,965.66
EXPENSE TOTALS	\$117,549.00	\$0.00	\$117,549.00	\$1,675.04	\$0.00	\$0.00	\$9,275.88	\$108,273.12	8%	\$154,809.32
Fund 124 - Rails to Trails Totals										
REVENUE TOTALS	101,600.00	.00	101,600.00	17,734.65	.00	.00	21,068.65	80,531.35	21	180,879.64
EXPENSE TOTALS	117,549.00	.00	117,549.00	1,675.04	.00	.00	9,275.88	108,273.12	8	154,809.32
Fund 124 - Rails to Trails Totals										
REVENUE TOTALS	\$15,949.00	\$0.00	\$15,949.00	\$16,059.61	\$0.00	\$0.00	\$11,792.77	(\$27,741.77)		\$26,070.32
Fund 415 - Fairground Improvement Plan										
REVENUE										
Other Financing Sources	300,000.00	.00	300,000.00	.00	.00	.00	300,000.00	.00	100	.00
REVENUE TOTALS	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	\$0.00	100%	\$0.00
EXPENSE										
Outlay	300,000.00	.00	300,000.00	.00	.00	.00	.00	295,002.00	2	.00
EXPENSE TOTALS	\$300,000.00	\$0.00	\$300,000.00	\$0.00	\$4,998.00	\$0.00	\$0.00	\$295,002.00	2%	\$0.00

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Budget by Account Classification Report

Through 05/31/16

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Fund	415 - Fairground Improvement Plan Totals	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
		REVENUE TOTALS	300,000.00	.00	300,000.00	.00	.00	300,000.00	.00	100	.00
		EXPENSE TOTALS	300,000.00	.00	300,000.00	.00	4,998.00	.00	295,002.00	2	.00
			\$0.00	\$0.00	\$0.00	\$0.00	(\$4,998.00)	\$300,000.00	(\$295,002.00)		\$0.00
		Grand Totals									
		REVENUE TOTALS	565,175.00	.00	565,175.00	29,445.55	.00	384,290.88	180,884.12	68	307,481.79
		EXPENSE TOTALS	782,763.00	36,000.00	818,763.00	9,192.58	24,479.04	41,170.48	753,113.48	8	378,953.78
		Grand Totals	(\$217,588.00)	(\$36,000.00)	(\$253,588.00)	\$20,252.97	(\$24,479.04)	\$343,120.40	(\$572,229.36)		(\$71,471.99)

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Adventure Park

Budget by Account Classification Report

Through 05/31/16

Prior Fiscal Year Activity Included

Summary Listing

Account Classification
Fund 643 - Adventure Park

REVENUE

Public Charges
Miscellaneous Revenue
Other Financing Sources

EXPENSE

Personnel Costs
Operating Expenses
Outlay

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
287,750.00	287,750.00	.00	287,750.00	17,400.76	.00	27,707.88	260,042.12	10	237,854.78
.00	.00	.00	.00	211.70	.00	211.70	(211.70)	+++	695.24
.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$287,750.00	\$0.00	\$287,750.00	\$17,612.46	\$0.00	\$27,919.58	\$259,830.42	10%	\$238,550.02
152,417.00	152,417.00	.00	152,417.00	16,677.72	.00	64,705.33	87,711.67	42	118,848.67
136,874.00	136,874.00	.00	136,874.00	3,955.60	.00	27,560.36	109,313.64	20	81,634.35
.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$289,291.00	\$0.00	\$289,291.00	\$20,633.32	\$0.00	\$92,265.69	\$197,025.31	32%	\$200,483.02
Fund 643 - Adventure Park Totals									
REVENUE TOTALS	287,750.00	.00	287,750.00	17,612.46	.00	27,919.58	259,830.42	10	238,550.02
EXPENSE TOTALS	289,291.00	.00	289,291.00	20,633.32	.00	92,265.69	197,025.31	32	200,483.02
Fund 643 - Adventure Park Totals	(\$1,541.00)	\$0.00	(\$1,541.00)	(\$3,020.86)	\$0.00	(\$64,346.11)	\$62,805.11		\$38,067.00
Grand Totals									
REVENUE TOTALS	287,750.00	.00	287,750.00	17,612.46	.00	27,919.58	259,830.42	10	238,550.02
EXPENSE TOTALS	289,291.00	.00	289,291.00	20,633.32	.00	92,265.69	197,025.31	32	200,483.02
Grand Totals	(\$1,541.00)	\$0.00	(\$1,541.00)	(\$3,020.86)	\$0.00	(\$64,346.11)	\$62,805.11		\$38,067.00

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16-57

BUDGET ADJUSTMENT REQUEST

Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
- Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)
- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☒ 7 Any increase in expenses with an offsetting increase in revenue
- ☐ 8 Any allocation from a department's fund balance
- ☐ 9 Any allocation from the County's General Fund

Approval Level

Dept Head

Director of Admin

County Exec

County Exec

Admin Committee

Oversight Comm
2/3 County Board

Oversight Comm
2/3 County Board

Oversight Comm
2/3 County Board

Oversight Comm
2/3 County Board

Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

This budget adjustment for the Parks Department is due to a grant allocation from the Brown County Professional Football Stadium District for funding not to exceed \$80,000 to pay the cost of a Master Plan and Connectivity Study for the Fairgrounds property. The expense of the plan will be offset by revenue from the Stadium District, not to exceed \$80,000.

Budget Impact: \$80,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.093.001.4901	Donations	\$80,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.062.093.001.5708	Professional Services	\$80,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

EP 6/20/16

AUTHORIZATIONS

Matthew M. Kneese

Signature of Department Head – Assistant Director

Department: Parks

Date: 6-20-2016

[Signature]

Signature of DOA or Executive

Date: 6/24/16

July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION ESTABLISHING A SPECIAL EVENT
PARKING/CAMPING FEE AT THE BROWN COUNTY FAIRGROUNDS

WHEREAS, the recent loss of Recreational Vehicles (RV) parking/camping areas near Lambeau Field has resulted in a lack of parking for these visitors; and

WHEREAS, the Brown County Parks Department realizes the need for increased RV parking around the Greater Green Bay area; and

WHEREAS, the fairgrounds property is permitted to hold 100 RV camping units and offers amenities associated with camping; and

WHEREAS, Green Bay Metro Transit has installed a public transit pick-up and drop-off location adjacent to the fairgrounds property to meet the needs of Lambeau Field visitors staying at the Brown County Fairgrounds; and

WHEREAS, the Brown County Parks Department will need to refrain from scheduling events during Packer event weekends in lieu of hosting additional RV camping units; and

WHEREAS, an increase in RV parking/camping fees will supplement other building rentals that may occur during these special event times; and

WHEREAS, an increase of parking/camping fees from \$30 per day to \$60 per day for Lambeau Field event weekends would offset reduced Brown County Parks Department's event activity and allow the increased use of RV camping units on the Brown County Fairgrounds.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors approves this rate and fee increase from \$30 per day to \$60 per day for said special events, including Packer games at Lambeau Field.

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Authored by: Parks Department

Approved by Corporation Counsel's Office

Fiscal Note: This resolution does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
Becker	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

PARK DEPARTMENT

Brown County



1150 BELLEVUE STREET, RM 151
GREEN BAY, WI 54302

MATTHEW M. KRIESE

PHONE (920) 448-4464 FAX (920)448-4054

ASSISTANT PARK DIRECTOR

E-MAIL KRIESE_MM@CO.BROWN.WI.US

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 06-15-2016

REQUEST TO: Education and Recreation Committee

MEETING DATE: July 5th 2016

REQUEST FROM: Matt Kriese

REQUEST TYPE: x New resolution ☐ Revision to resolution
 New ordinance ☐ Revision to ordinance

TITLE: Increase camping and RV parking at the Brown County Fairgrounds during special events/Packer Games

ISSUE/BACKGROUND INFORMATION:

The recent change in RV parking/camping near Lambeau Field has resulted in a lack of parking for these visitors. The past parking allowed for nearly 400 RV parking spots, all of which have been eliminated. The Parks Department realizes the need for increased RV parking around the Greater Green Bay area. Since the Parks Department would need to block off weekends in the fall until the release of the Packer schedule it was determined an increase in RV fees would offset any lost revenue while meeting the needs of out-of-town Packer visitors during game weekends.

ACTION REQUESTED:

The Ed & Rec Committee requested a resolution be drafted to increase special event/ Packer game camping/parking on the Fairgrounds property to \$60/day.

FISCAL IMPACT:

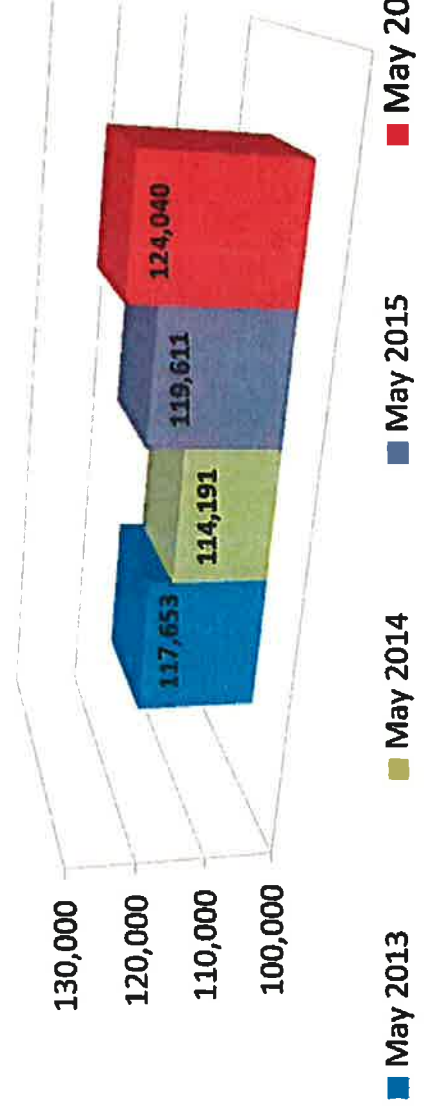
NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes NoX
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project?
\$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

BROWN COUNTY PARK USAGE - ATTENDANCE SUMMARY

<u>Park Location</u>	<u>May 2013</u>	<u>May 2014</u>	<u>May 2015</u>	<u>May 2016</u>
Adventure Park	0	1,877	1,603	1,409
Barkhausen	6910	7,831	9,879	11,288
Bay Shore Park	10593	12380	10430	14934
Brown County Park / Dog Park	2389	2927	2947	3190
Fairgrounds	11944	11875	16844	11676
Fonferek's Glen	1380	1685	1935	2250
Fox River Trail	7671	15113	17067	9487
Lily Lake	3119	1770	2311	2963
Mountain-Bay Trail	3574	3324	1262	3408
Neshota Park	4131	2217	3204	3558
Pamperin Park	35688	24005	17426	26240
Reforestation Camp	19576	18234	19400	24027
Suamico Boat Launch	4714	5452	7,638	4,739
Way-Morr Park	1820	1600	2605	2362
Wequiock Falls	1289	1921	1505	812
Wrightstown Park	2855	1980	3555	1697
Yearly Grand Totals	117,653	114,191	119,611	124,040



Adventure Park Admissions-Per Caps

Attendance 2016

MONTH	16 Zoo Att.	16 AP Att.	15 Zoo Att.	15 AP Att.
January		Closed		Closed
February		Closed		Closed
March	8,728	65(.7%)	8,343	Closed
April	16,807	472(2.8%)	19,957	772
May	36,057	1413(3.9%)	32,864	1,603
June				
July				
August				
September				
October				
November				
December				
TOTAL	61,592	-	61,164	

	2016	2016	2015	2015
		PER		PER
	\$Admission\$	CAP	\$Admission\$	CAP
MONTH				
January	Closed	Closed	Closed	Closed
February	Closed	Closed	Closed	Closed
March	\$731.00	\$11.25	Closed	Closed
April	\$6,327.00	\$13.90	\$10,637.00	\$14.70
May	\$23,579.80	\$16.68	\$23,273.00	\$14.54
June				
July				
August				
September				
October				
November				
December				
TOTAL				

FIELD STAFF REPORT PARK DEPARTMENT MAY 2016



Marvin Hanson

Fairgrounds

- Host Commercial Events (Juvenile Diabetes Walk, Asian Memorial Festival, Weekly dog training for Packerland kennel & 4H Tailwaggers, Daily campground checks)
- Cleaning, Park Security, Park Inventory
- Process Maintenance Work Orders
- Updated shower room with tile and new fixtures
- Grounds repairs/seed to infield
- Planted flower in flower gardens

Way-Morr Park

- Security Checks and Park inventory
- Process work orders and Playground Inspection
- Way-Side lions volunteers work on new side walk project from the lions club to the park shelter
- Planted flower in flower gardens

Fonferek Glen

- Litter pick-up, Security Checks and Park Inventory
- Process work orders — sign inspections & Inspection of Boundary Signs.
- Brown County Highway Dept. installed a new parking area to accommodate 45 more parking spots
- Volunteers from De Pere High school honors society held a park clean up day

Bay Shore Park

- Cleaning, Park Security, Park Inventory
- Daily Campgrounds collection and Security checks
- Process Maintenance Work Orders
- Daily boat launch collection and enforcement
- Weekly mowing and grounds inspection
- Full campground during Memorial weekend

Wequiock Falls Park

- Cleaning, Park Security, Park Inventory
- Process Maintenance Work Orders

Lily Lake

- Cleaning, Security Checks and Park Inventory
- Daily boat launch collection and enforcement
- Process Work Orders
- Painted picnic tables
- Planted flowers in flower gardens

Wrightstown Park

- Cleaning, Security Checks and Park Inventory
- Daily boat launch collection and enforcement
- Process Work Orders
- Weekly mowing and grounds inspection

Neshota Park

- Cleaning, Security Checks and Park Inventory
- Weekly Trail system inspections & process work orders
- Weekly Shelter Rentals
- Weekly Mowing of Trail system
- Friends of Neshota Park Meeting
- Volunteers from De Pere High School work on invasive species removal.
- Friends of Neshota Park Meeting
- Planted flowers in flower gardens

FIELD STAFF REPORT PARK DEPARTMENT MAY 2016



Rick Ledvina West Side Supervisor

Barkhausen Waterfowl Preserve

- Had a fully booked month with school programs, with every Monday, Tuesday, Wednesday, and Thursday filled. Programs were even led on Fridays to accommodate schools.
- Staff had a booth during the YMCA's Healthy Kids Day with furs, antlers, and live animals, which were a big hit with the kids.
- Led a bird hike during International Migratory Bird Day and saw a wide variety of warblers and other birds. This hike helps establish our Bird City status.
- Staff participated in the Green Bay Area Public Schools Field Trip Fair, talking with many local teachers and what Barkhausen has to offer for field trips. Many teachers already come out for programs, but some were not aware of the types of programs we have and we look forward to participating in the fair again next year.
- We held 2 Frog Hike programs, both had rain, or threat of rain, but still resulted in a fun program for attendants and many frogs were caught.
- Baby ducks, cranes, geese, and deer have been seen throughout the park.
- Wildflowers bloomed all over with Jack-in-the-pulpit and yellow ladyslipper being two of the more unusual flowers seen here.
- It was not the best spring for northern pike spawning, with the dramatic temperature changes in March. However pike fry were caught coming out of the spawning marshes on Lineville so there was some spawning success.
- Ben and Dani, our two new staff members, are getting more and more comfortable with the day to day operations of the park and the programs.
- The Suamico Boat Launch has been fairly busy and staff continue to make sure the launch lanes are clear of debris and the bathrooms are clean along with the other regular duties there.

Brown County Park

- We started informing the user of the passes needed to use the park and we will continue to do random checks as needed throughout the day.

Pamperin Park

- Park staff has been hired but we are not full staff yet. The mowing crew is out on a weekly basis and all of our gardens have been planted. We have over 12,000 square feet of gardens to maintain and spring has been a challenge to keep up.
- Rentals as usual are steady and we are maintaining the park security as needed.
- Memorial day Weekend as usual brought in several thousand users and most were large family gatherings. Very good job done by the staff

Fox River Trail - Mountain Bay Trail

- The weekly inspections continue and everything looks good.
- Several events occurred including the Cellcom, MDA, and Walk to Mary with over 3,000 users just for those events.
- We also have had several wind storms which requires several additional staff hours on cleanup of branches and trees.

FIELD STAFF EPORT PARK DEPARTMENT MAY 2016



Curt Hall

Reforestation Camp **Operations:**

- Completed Project Illumination Final Walk Thru.
- Attended Park Dept. Safety training.
- Planted 15 Cedar trees(provided by Home Depot) along Sunrise Rd. Planted 6 hard wood trees(provided by packers) throughout park.
- Replaced tires on Pick up truck.
- Installed water fountain in the pond.
- Park Manager Coordinated Parking for Zoo Sweet Safari Event.
- Outfitted Adventure Park Base Camp Building with bike program storage needs; Racks for bikes and shelving for helmets.
- Maintenance and cleaned rental facilities as needed.
- Manger attended monthly wellness committee meeting.
- Maintained Marandol Preserve.
- Performed park facility and grounds maintenance including; Landscaping maintenance, Managing septic system operations, picnic table maintenance, soda machine purchasing and stocking, etc.
- Completed monthly work orders.
- Covered facility rental schedule as needed.
- Coordinated multiple volunteer work days focused on bike and horse trail cleaning and pruning.

"Friends" Group:

- Organized multiple work days to assist with the completion of the following projects: Repair exterior fence, horse trail pruning, signage on horse trails, development of new single track touch up ski trail repairs.

Adventure Park

Operations:

- Conducted week long training for Summer Adventure Park staff.
- Coordinated Adventure Park Marketing Promotions with Green Bay Blizzard and WI timber Rattlers.
- Finalized/coordinated all bike rental program operations.
- Hosted a press release at Adventure Park promoting bike rentals and Blizzard ticket package.
- Hosted 10 groups in May.
- Hosted 1/2 price zip on Mothers day.

Future Program Opportunities:

- Putting together preliminary plans to add "Low" challenge course elements to the Adventure Park for teambuilding programs.

Park Department Assistant Director's Report



General:

- Vending trailer has been ordered
- Staff hiring is complete
- Park security position is currently posted until June 30th
- 235 park rentals occurred during the month of June
- Online sales and shelter inquiries are available - check it out at browncountyparks.org
 - Over 130 online passes have been sold since May

CORP Progress:

- Dan Teaters has taken over in the PALS department as our park planner
- Parks infographic attached showing results of online survey

Adventure Park:

- Promotions with Green Bay Blizzards and Timber Rattlers have been released
- Bike rentals are available, through a partnership with Broken Spoke

Barkhausen:

- Public kayak programs have started for the summer
- Summer Camps will begin mid-July

State Trails:

- Invasive species removal via volunteer assistance was completed
- Trail shoulder mowing will start early July

Bay Shore :

- Electrical upgrade plans continue with Raasch A/E

Fairgrounds:

- Planning work continues on the overall long range vision of the property
- \$80,000 was awarded to Brown County from the Stadium District for Fairgrounds planning, thank you to County Executive for his assistance in securing this grant
- Fairgrounds infield work is progressing
 - Received final Grading Plan
 - Public Works will provide estimate
 - In progress of determining what permits, if any, will be necessary
 - Work will be scheduled for late fall completion

Fonferek's Glen:

- Update on issues
 - Parking
 - Gate
 - Security

Way-Morr:

- Bridge dedication held June 15th. Thank you Wayside Morrison Lion's Club!

Brown County Parks Survey Findings

For a more detailed survey summary, please email Watson_AG@co.brown.wi.us

Ages of Survey Participants



475 total survey participants, 450 respondents to age question



475 survey participants represented 22 of the 23 communities in Brown County



20% of survey participants live within one mile of a Brown County Park or Trail



88% of survey participants indicated satisfaction with Brown County Parks and Trails



66% of survey participants self-identified as living in an urban area



The vast majority of park users drive to their destination, almost no participants access parks with transit



The top participant uses for Parks and Trails included: Nature and Hiking Trails, Walking for Pleasure, Attending Events Hosted at Parks, Bicycling and Picnicking



79% of survey participants visit a Brown County Park or Trail at least four times annually



Overall satisfaction was good, but there is room to improve upon bathroom cleanliness/availability and water fountain access



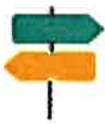
Brown County Parks Survey Findings



A sandy beach for swimming on the Bay was a popular water feature request



Frisbee disc golf course improvements and expansion was one of the top requests of survey participants



Improved trail signage at the Reforestation Camp was also requested by participants



Expanded access to Brown County Parks for leashed dogs was another top request, along with more garbage cans to dispose of dog waste



A recurring topic was the user fee for the paved portion of the Fox River Trail; some felt that the state trail pass fee should not be charged—others felt that commuters should be offered a subsidy for their pass



Survey participants requested more events be hosted in Brown County Parks, such as music in the park concerts



Across all age groups, there was high interest in bike and walking trail expansion



Picnicking and family gatherings were high rated uses for Brown County Parks, updated BBQ equipment was a popular request



Participants were very happy with the addition of lighting at night on cross country ski trails and requested night lighting on the Fox River Trail



Fonferek's Glen and its preservation from vandalism, litter was mentioned specifically by participants



(Unaudited)

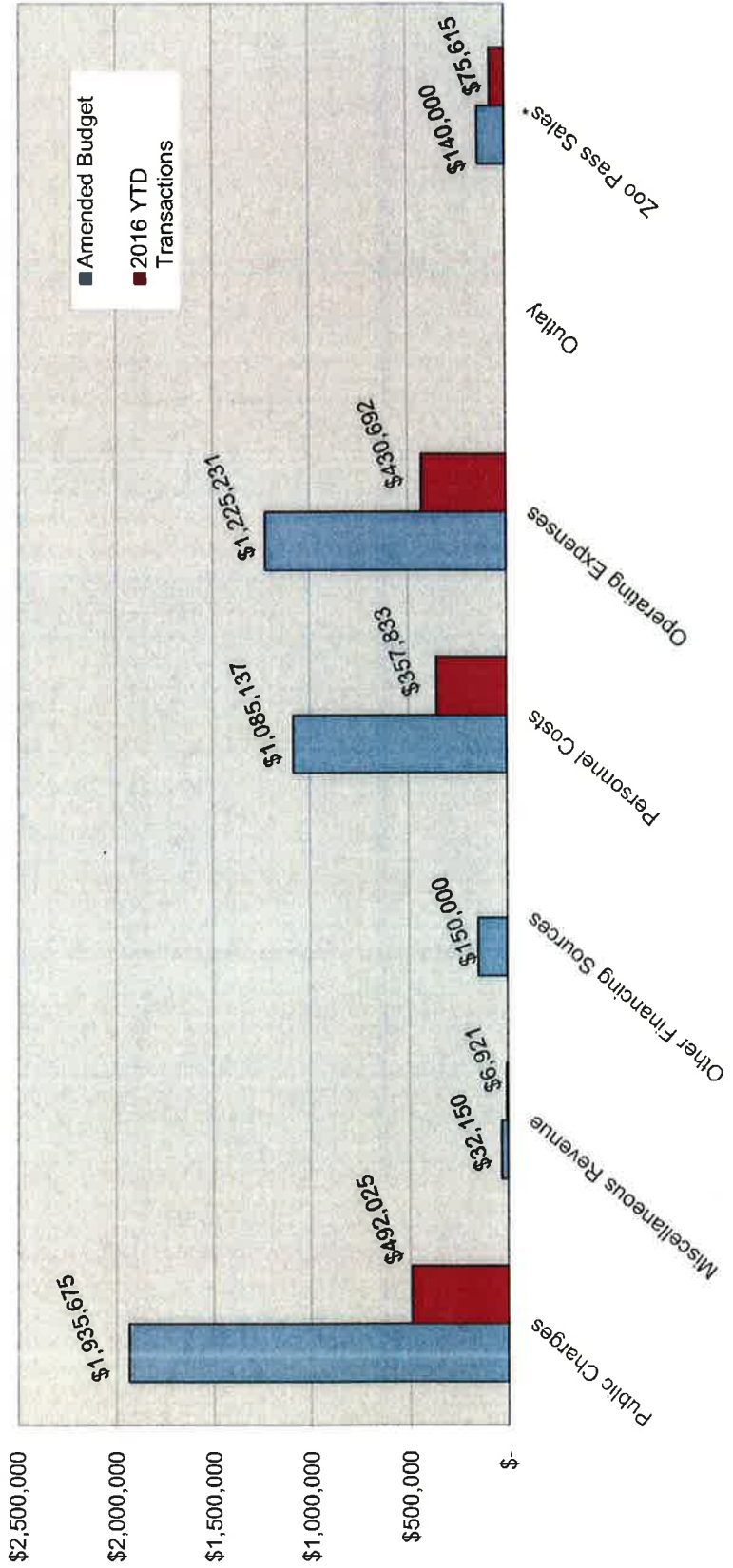
2016

	Amended Budget	2016 YTD Transactions	Percent of Budget	2015 YTD Transactions	2014 YTD Transactions
Public Charges	\$ 1,935,675	\$ 492,025	25.4%	\$ 514,582	\$ 464,078
Miscellaneous Revenue	\$ 32,150	\$ 6,921	21.5%	\$ 4,620	\$ 3,209
Other Financing Sources	\$ 150,000	-	0.0%	-	-
Personnel Costs	\$ 1,085,137	\$ 357,833	33.0%	\$ 374,575	\$ 366,149
Operating Expenses	\$ 1,225,231	\$ 430,692	35.2%	\$ 390,768	\$ 400,461
Outlay	\$ -	\$ -	0.0%	\$ -	\$ -
Zoo Pass Sales*	\$ 140,000	\$ 75,615	54.0%	\$ 69,707	\$ 69,015
Zoo Attendance		65,052		64,427	59,820

Revenues: Public charges are between 2014-2015 levels to-date. Zoo Pass sales slightly up and attendance above 2014 & 2015 levels.
Expenses: Personnel costs are slightly below 2015, but Operating costs are up due to restocking of Gift Shop as well as water line repair.

*Zoo Pass Sales have been included in Public Charges ~ used for comparison only

NEW Zoo 05/31/2016





Budget by Account Classification Report

Through 05/31/16
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Ret'd	Prior Year Total
Fund 640 - New Zoo									
REVENUE									
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Public Charges	1,935,675.00	.00	1,935,675.00	248,532.09	.00	492,025.36	1,443,649.64	25	2,028,493.32
Miscellaneous Revenue	32,150.00	.00	32,150.00	2,270.47	.00	6,921.64	25,228.36	22	46,088.87
Other Financing Sources	150,000.00	.00	150,000.00	.00	.00	.00	150,000.00	0	277,125.23
REVENUE TOTALS	\$2,117,825.00	\$0.00	\$2,117,825.00	\$250,802.56	\$0.00	\$498,947.00	\$1,618,878.00	24%	\$2,351,707.42
EXPENSE									
Personnel Costs	1,085,137.00	.00	1,085,137.00	76,725.22	.00	357,833.79	727,303.21	33	1,021,578.10
Operating Expenses	1,225,231.00	.00	1,225,231.00	107,890.18	15,528.85	430,692.38	779,009.77	36	1,060,159.76
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$2,310,368.00	\$0.00	\$2,310,368.00	\$184,615.40	\$15,528.85	\$788,526.17	\$1,506,312.98	35%	\$2,081,737.86
Fund 640 - New Zoo Totals	2,117,825.00	.00	2,117,825.00	250,802.56	.00	498,947.00	1,618,878.00	24	2,351,707.42
REVENUE TOTALS	2,117,825.00	.00	2,117,825.00	250,802.56	.00	498,947.00	1,618,878.00	24	2,351,707.42
EXPENSE TOTALS	2,310,368.00	.00	2,310,368.00	184,615.40	15,528.85	788,526.17	1,506,312.98	35	2,081,737.86
Grand Totals	(\$192,543.00)	\$0.00	(\$192,543.00)	\$66,187.16	(\$15,528.85)	(\$289,579.17)	\$112,565.02		\$269,969.56

16



N.E.W. ZOOLOGICAL SOCIETY, INC.™

June 27, 2016

John VanDyke
Ed & Rec Committee
305 E. Walnut
P.O. Box 23600
Green Bay, WI 54305-3600

Dear John and members of the Ed & Rec Committee,

The N.E.W. Zoological Society, Inc. will be hosting the 17th annual "Feast with the Beasts" Event on Monday, August 8th 2016 from 6pm to 8pm at the NEW Zoo.

We are once again joining hands with the Wisconsin Restaurant Association to create awareness of the NEW Zoo and to raise funds to support the missions of the Society and the WRA. Volunteers from the Society and Wisconsin Restaurant Association will be participating in the set up and clean up. We are inviting business professionals and families to join us for food, beverages and live music.

Liability insurance for the N.E.W. Zoological Society, Inc., for this event is through Green Bay Insurance Center. Application for a Picnic License has been completed with the Village of Suamico.

At this time we would like to request that the contact fee and the admission fee be waived.

Sincerely,

Steve Bieda

Steve Bieda
President
N.E.W. Zoological Society, Inc.
(920) 434-6814

cc: Neil Anderson

N.E.W. Zoological Society, Inc.™
a.k.a. friends of the NEW Zoo™, formerly Boosters of the New Zoo, Inc.™
P.O. Box 12647 Green Bay WI 54307-2647 (920) 434-6814

Animal Collection Report

June 2016

Zoo staff members are still waiting for final test results to fully understand the cause of death of three North American river otters at the zoo in early June. Although we are mourning the loss of Bonnie and two of her pups, we are happy to report that the two remaining pups, who had also been very ill, are now healthy and doing well. Two adult otters never showed signs of illness and are still being monitored closely. Once we are sure that it is safe to return the pups to the exhibit, they will join their father there. At three months of age, they are beginning to be much more active and playful.

The NEW Zoo is very fortunate to have professional services donated to assist with the care of several of the Children's Zoo animals.

On 5/28/16, John Kersten donated his services (as he does every year) to relieve the zoo's sheep of the heavy coat of wool they have grown since last year. His many years of experience make shearing the animals look easy and he is always happy to interact with visitors and explain the process.

Keith Bancroft and LeAnna Franklin, owners of KeLe Alpacas, and their staff volunteered their time and equipment to shear all 5 of the NEW Zoo's alpacas again this year. Their expertise makes the process quick and as stress free for the animals as possible. In addition to haircuts; hoof trims and dental checkups were also administered. Visitors to the zoo on 6/17/16 were able to watch the process and learn about the many uses of the fiber from the experts.

Trumpeter swans Abner and Cecelia hatched out 8 cygnets on the first day of June. The little swans grow fast and will be nearly adult sized in a few short months. The swans hatched here are destined to become part of the wild population. Every year, young swans from the NEW Zoo are donated to the Iowa DNR's Trumpeter Swan Restoration Program. In 1932, the population of trumpeter swans in the lower 48 states was down to only 8 nesting pairs. The species has rebounded and is doing much better now thanks to programs like the one in which the NEW Zoo participates. In the fall, our youngsters will join other captive hatched birds. Eventually, the swans will be banded and released in areas frequented by wild adults who will show them the migration route. Many of the swans hatched at the NEW Zoo have been documented living and reproducing successfully in the wild.

In other migration news: the Woodland Park Zoo in Seattle, WA. had a lonely male green-winged teal and heard that we hatch a few ducks of this species every year. A young female boarded a plane on 6/23/16 to make the journey west to meet her new mate.

Two young female Japanese macaques (aka snow monkeys) also went off to a new home this month. Five year old Zeppeki and three year old Usagi were transferred to the Milwaukee County Zoo where they joined two similarly aged females who arrived the same day from the Minnesota Zoo. A young male from the Buffalo Zoo is expected to join them soon to complete the troop. Social structure is very complicated for this species and it was important that all the females arrived at the same time to facilitate a successful introduction.

NEW Zoo Operations Report: May 2016

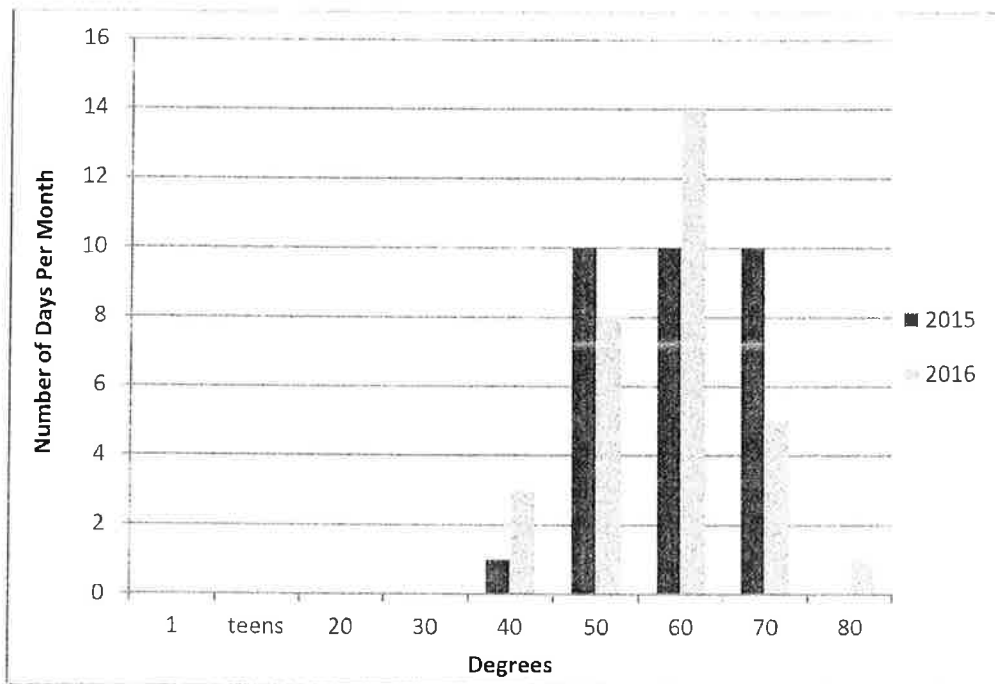
Noteworthy:

Average Temperature recorded at the zoo during May 2016 = 62 °F

3 in the 40's, 8 in the 50's, 14 in the 60's, 5 in the 70's, and 1 in the 80's

Average Temperature recorded at the zoo during May 2015 = 64°F

1 in the 40's, 10 in the 50's, 10 in the 60's and 10 in the 70's



Lowest temperature for period in May 2016: 42 °F Highest Temp: 80 °F

Lowest temperature for period in May 2015: 48 °F Highest Temp: 78 °F

May 2016

- We had with 5,108 visitors on Mother's Day this year when it was 64 and sunny, compared to 2,096 visitors on a rainy and chilly (52 degree) Mother's Day in 2015
- 36,057 visited the Zoo this May compared to 32,946 Zoo visitors in May 2015 (+3,111 people)
- Zoo Admissions Revenue: \$158,909.50 this year, \$150,906 last year (+\$8,003)
- Gift Shop Sales: \$48,794 in May 2016, compared to \$48,038 in May 2015 (+\$756)
- Mayan Sales: \$44,408 in May 2016, compared to \$42,452 (+\$1,956)
- Overall Per Caps in May of this year were 4.41 and were 4.58 in May of 2015
- Per Caps in the Mayan were \$1.23 this May compared to last May's \$1.29

- Per Caps in the Gift Shop were \$1.35 this May compared to last May's \$1.46
- Compared to May 2015: Zoo Passes up \$3,203, Vending down \$7,108, Education down \$181
- We had a new evening event on Thursday, May 12, called Sweet Safari - a fundraiser for the Zoo's Education Department and the Howard Suamico School District. Ticket sales were \$4,978.

**NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2015 REPORT
2013, 2014 2015**

ATTENDANCE

MONTH	2014	2015	2016
January	442	1319	1165
February	537	564.00	2894
March	4,910	8300.00	9162
April	13,425	21298.00	15774
May	40,506	32946.00	36,057
June	43,858	40508.00	
July	48,534	39,492	
August	46,458	41570.00	
September	16,459	18450.00	
October	23,299	24244.00	
November	1,521	3226.00	
December	1,777	1699.00	
TOTAL	241,726	233616.00	65,052

ADMISSION & DONATIONS

MONTH	2014	2014	2015	2015	2016	2016	2014	2015	2016
	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	Donation Bin		(-)/(+)	
January	896.00	127.62	2,312.00	-	2,366	0	\$2.03	1,7528	2,030901
February	1,112.00	3.00	1,124.00	-	4,897	40.95	\$2.07	1,9929	1,692122
March	16,242.50	30.36	27,856.00		26,807.50	0	\$3.31	3,35614	2,925944
April	41,931.50	-	84,316.50	166.91	61,616.50	263.75	\$3.12	3,95989	3,906206
May	181,412.00	615.29	150,906.00	659.86	158,909.50	0	\$4.48	4,5804	4,407175
June	201,002.10	510.02	187,551.00	183.92			\$4.79	4,7558	
July	232,705.50	948.94	187,816.50	156.76			\$4.52	4,1344	
August	210,093.00	1,572.95	171,866.00	40.00			\$4.34	5,4021	
September	71,385.50	-	99,668.00				\$4.35	4,3804	
October	101,361.50	799.73	106,198.00	231.05			\$4.26	3,345	
November	6,484.50	177.86	10,791.00	261.00			\$3.25	3,45	
December	5,776.00	-	5,861.50	219.42			\$4.43	4,4358	3,913738
TOTAL	\$1,070,402.10	\$4,785.77	\$1,036,266.50	\$1,918.92	254596.50	304.7	(11918.00)		

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE**

**2016 REPORT
2014, 2015 2016**

					2014	2015	2016
Paws & Claws					PER	PER	PER
Gift Shop	2014	2015	2016	(-)/(+)	CAP	CAP	CAP
January	\$ 557.40	\$ 1,149.47	\$ 1,857.44	\$ 707.97	\$1.26	0.8714708	1.5943691
February	\$ 669.96	\$ 1,157.14	\$ 3,838.13	\$ 2,680.99	\$1.25	2.0516667	1.32623704
March	\$ 4,715.11	\$ 8,770.88	\$ 11,371.54	\$ 2,600.66	\$0.96	1.0567325	1.2411635
April	\$ 10,948.35	\$ 26,629.51	\$ 20,838.16	\$ (5,791.35)	\$0.82	1.2503291	1.32104476
May	\$ 37,175.92	\$ 48,037.15	\$ 48,794.55	\$ 757.40	\$0.92	1.4580571	1.3532615
June	\$ 44,177.86	\$ 49,886.85			\$1.01	1.2315308	
July	\$ 50,198.70	\$ 51,691.83			\$1.03	1.308919	
August	\$ 45,949.76	\$ 55,120.22			\$0.99	1.3259615	
September	\$ 11,962.04	\$ 17,149.37			\$0.73	93%	
October	\$ 8,872.02	\$ 8,191.75			\$0.38	0.3378877	
November	\$ 1,398.38	1724			\$0.92	0.5344265	
December	\$ 2,611.88	\$ 1,061.37			\$1.47	0.6247028	
TOTAL	\$ 219,237.38	\$ 270,569.60	\$ 86,699.82	\$ 955.67	\$ 0.91	\$1.12	1.33277716

					2014	2015	2016
Mayan					PER	PER	PER
Taste of Tropic	2014	2015	2016	(-)/(+)	CAP	CAP	CAP
January	\$ 698.79	\$ 1,329.18	\$ 1,366.12	\$ 36.94	\$1.58	1.007718	1.17263519
February	\$ 934.03	\$ 800.69	\$ 2,733.39	\$ 1,932.70	\$1.74	1.4196631	0.94450242
March	\$ 5,601.97	\$ 8,290.85	\$ 9,870.27	\$ 1,579.42	\$1.14	0.9988976	1.07730517
April	\$ 12,402.26	\$ 28,478.23	\$ 17,327.48	\$ (11,150.75)	\$0.92	1.3371317	1.09848358
May	\$ 47,658.53	\$ 42,452.78	\$ 44,408.57	\$ 1,955.79	\$1.18	1.2885564	1.23162132
June	\$ 55,471.02	\$ 54,604.30			\$1.26	1.3479881	
July	\$ 65,770.40	\$ 58,923.33			\$1.50	1.4920321	
August	\$ 56,141.00	\$ 54,586.88			\$1.21	1.3131316	
September	\$ 21,067.21	\$ 23,541.45			\$1.28	1.2759593	
October	\$ 20,106.38	\$ 16,667.26			\$0.86	0.6874798	
November	\$ 1,510.15	\$ 3,041.49			\$0.99	0.9428053	
December	\$ 2,054.59	\$ 1,480.94			\$1.16	0.8716539	
TOTAL	\$ 289,416.33	\$ 294,197.38	\$ 75,705.83	\$ (5,645.90)	\$1.22	1.2593203	1.16377406

ZOO PASS						
MONTH	2014	2015	2016	(-)/(+)		
January	\$ 881.00	\$ 1,988.00	\$ 2,890.00	\$ 902.00		
February	\$ 2,302.00	\$ 2,320.00	\$ 3,640.00	\$ 1,320.00		
March	\$ 12,801.00	\$ 15,290.00	\$ 16,045.00	\$ 755.00		
April	\$ 21,763.00	\$ 30,070.00	\$ 26,280.00	\$ (3,790.00)		
May	\$ 33,474.00	\$ 25,259.00	\$ 29,275.00	\$ 4,016.00		
June	\$ 26,236.00	\$ 26,080.00				
July	\$ 15,973.00	\$ 15,858.00				
August	\$ 11,142.00	\$ 9,851.00				
September	\$ 5,512.00	\$ 5,228.00				
October	\$ 3,007.00	\$ 3,630.00				
November	\$ 1,985.00	\$ 5,730.00				
December	\$ 16,351.00	\$ 14,950.00				
TOTAL	\$ 151,427.00	\$ 156,254.00	\$ 78,130.00	\$ 3,203.00		

Gift Shop, Mayan and Admissions Revenue

Monthly Revenue May

Day	Date	Gift Shop	Concessions	Zoo Admissions	Adventure	Vending	Zoo Pass	Education	Donation	Cons. Fund	Special Even	Attend.	Temp	Weather
sun	1	626.42	568.76	2,431.00	-	379.94	810.00	-	-	1.52	-	616	46	1
mon	2	541.45	508.34	1,992.00	-	216.92	545.00	196.00	-	1.67	-	457	59	1
tues	3	398.26	450.59	1,357.00	-	229.96	680.00	-	-	10.30	-	378	63	2
wed	4	93.18	105.78	664.00	-	44.00	315.00	21.00	-	-	-	127	55	2
th	5	629.51	554.84	2,806.00	-	314.00	1,105.00	330.00	-	9.08	24.00	651	63	1
fri	6	1,492.51	1,913.82	4,762.00	-	930.13	1,560.00	10.00	-	14.08	-	1255	76	1
sat	7	2,531.87	2,805.45	8,664.00	-	649.70	1,105.00	-	-	5.71	-	1800	62	1
sun	8	5,750.00	4,895.46	15,122.00	-	1,722.18	1,830.00	-	-	20.74	-	5108	64	1
mon	9	853.39	456.07	1,848.00	-	231.97	1,585.00	100.00	-	6.73	240.00	406	53	1
tues	10	668.59	229.93	1,104.00	-	70.99	240.00	-	-	5.85	-	191	50	2
wed	11	859.46	217.20	3,007.00	-	237.97	130.00	870.00	-	-	64.00	689	55	2
th	12	678.28	536.03	837.00	-	377.89	940.00	221.00	-	2.40	2,410.00	491	55	1
fri	13	1,670.61	757.74	3,100.00	-	305.45	515.00	199.00	-	9.51	-	691	51	2
sat	14	1,318.73	750.06	2,737.00	-	1,929.29	695.00	26.00	-	6.23	-	578	42	2
sun	15	1,022.31	1,061.15	3,250.00	-	345.91	510.00	217.00	-	4.90	-	773	49	1
mon	16	638.03	471.71	3,204.00	-	282.96	505.00	342.00	-	62.22	-	653	62	1
tues	17	933.13	577.57	3,306.00	-	352.91	765.00	181.00	-	3.89	-	704	58	1
wed	18	1,847.93	1,591.55	4,245.00	-	538.78	535.00	92.00	-	3.23	-	916	60	1
th	19	2,333.94	1,152.53	5,286.00	-	611.47	670.00	150.00	-	7.31	-	1121	60	1
fri	20	2,856.60	1,959.34	6,446.00	-	895.96	1,030.00	410.00	-	7.78	-	1466	65	1
sat	21	4,030.27	4,546.07	13,504.00	-	782.36	2,010.00	-	-	16.89	-	2846	80	1
sun	22	1,948.27	3,684.09	11,621.00	-	985.57	1,415.00	-	-	23.25	-	2452	70	1
mon	23		950.82	4,339.50	-	244.67	1,845.00	188.00	-	156.99	-	898	74	1
tues	24	576.72	381.25	3,133.50	-	209.32	465.00	26.00	-	5.96	-	642	78	1
wed	25	1,752.64	946.99	4,247.00	-	384.11	1,350.00	-	-	13.82	-	811	65	2
thu	26	1,410.84	1,162.30	5,308.00	-	378.21	850.00	-	-	4.75	-	999	65	2
fri	27	1,721.74	1,058.92	5,687.00	-	433.53	860.00	457.00	-	1.83	-	1154	65	2
sat	28	2,343.18	2,485.61	8,619.00	-	979.44	1,455.00	30.00	-	5.31	-	1823	68	2
sun	29	2,327.83	2,097.43	8,444.50	-	854.38	1,085.00	28.00	-	6.82	-	1765	71	1
mon	30	3,241.92	4,037.30	11,892.00	-	1,276.71	975.00	49.00	-	14.42	-	2460	68	1
tues	31	1,696.94	1,493.87	5,946.00	-	457.06	895.00	225.00	-	8.90	-	1136	67	2
Total		\$48,794.55	\$ 44,408.57	\$ 158,909.50	\$ -	\$ 17,653.74	\$ 29,275.00	\$ 4,368.00	\$ -	\$ 442.09	\$ 2,738.00	36,057	62	

Weather Ke 1 = Sunny 2 = Overcast 3 = Rain 3 = Rain 4 = Snow
Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Wootsie, Telescope

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 662- 2405
E-MAIL KAWSKI_AJ@CO.BROWN.WI.US



ANGELA KAWSKI-KROENING

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

NEW Zoo & Adventure Park EDUCATION & VOLUNTEER PROGRAMS REPORT MAY 2016

Volunteer Hours

2016 Hours	Opportunity	2015 Hours
--	Education Program	7.5
196.00	Giraffe Stand	201.5
118.50	Horticulture	90
79.75	Husbandry	39.75
2.00	Mayan Restaurant	--
29.50	Office Help	27.75
233.00	Special Events	13
78.75	Special Projects	42
8.00	Visitor Center	2.25
18.25	Zoo Watch	5.5
763.75	Total Hours	429.25
629.25	Intern Hours	926.25

Off-Site Programs (Zoomobiles)

- Seven (7) different off-site programs, versus 8 programs last year.
- Approx. 600 people served/educated during these programs vs over 700 served last year
Total = approx. \$1,132 (versus \$1,377 in 2015)

On-Site Programs

- Total of 30 different programs/bookings in 2016 compared to 43 programs in 2015
- Approximately 1,100 people served/educated during these programs vs 1,400 in 2015
Total = \$2,400 approximately (vs. approx. \$3,900 in 2015)

Miscellaneous/Things to Mention

- Very busy with Sweet Safari event preparations and follow-up after the event
 - Hosted 1st ever Sweet Safari on May 12th, in partnership with Howard-Suamico Education Foundation and District reps
 - Could not book quite as many programs in May this year, due to Sweet Safari event needs and time constraints
- Summer Interns started for the season; completed a four-day training for them the week of May 23rd
- Began all "summer programming" for visitors on Memorial Day weekend – FREE exhibit chats and amphitheater presentations

NEW Zoo Maintenance Report

June 2016

- Cut off old fence brackets and made new ones and installed at the lynx exhibit
- Took apart the pump at the aviary and cleaned out the impeller and replaced the strainer basket.
- Raked and applied grass seed to the animal hospital front lawn
- Mulched around exhibits and installed field stone edging around monkey .
- Repaired the transmission on parks bobcat cart.
- Added wire fence to the front of snow leopard.
- Welded the drop gate at the bear exhibit.
- Welded the hay rack at goat.
- Drained and cleaned the otter ponds.
- Mow and trim throughout the zoo
- Installed a mesh barrier over the opening at the gator exhibit to prevent items from being thrown into the exhibit.
- Cut off and ground down all the fence bolts in the giraffe stalls to prevent injuries.
- Installed and new hand wash sink and faucet in the diet kitchen and towel and soap dispensers
- Repaired the auto door opener at the ECC
- Completed routine work orders and several animal care and admin work orders.
- Made repairs to the aviary door and frame.
- Safety training for blood borne pathogens and wood chipper.
- Collected browse for giraffes.
- Had the hood vents cleaned at the Mayan.
- Worked with Vans to complete the fire suppression inspection.
- Worked the parking for the brew at the zoo event.
- Repaired a broken water line at penguin.
- Cleaned all the a/c condensers throughout the zoo.
- Tree removal in the deer yard and in front of the penguin exhibit.
- Emptied, cleaned, refilled and started the otter water exhibit.
- Repaired leaking tires on zoo carts.

- Had the back flow valve at the Mayan well rebuilt.
- Installed a screen door on the penguin den for better air movement.